

Agenda

Regular Meeting of Council
Corporation of the Township of The North Shore
Tuesday, February 18th, 2025
6:00 PM

Township of the North Shore is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89473028241?pwd=2CrCq5aGemjdooFEbHodXBmNgrZldm.1>

Meeting ID: 894 7302 8241

Passcode: 741735

This meeting is being held in a Hybrid setting. Attendees may choose to attend via ZOOM or in person in the Municipal Office Council Chambers located at 1385 Highway 17, Algoma Mills.

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCLOSURES OF PECUNIARY INTEREST
4. PRESENTATIONS/DELEGATION
5. ADOPTION OF MINUTES
 - a) Amended minutes of the Regular meeting of January 15th, 2025, with added amendments per Resolution 25-31 of the February 5th, 2025, Regular Council meeting
 - b) Minutes of the Regular meeting of February 5th, 2025
6. COUNCIL MEMBERS REPORT
7. REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES, AND COMMUNICATIONS
 - a) Petitions Policy
 - b) Cold Patching
 - c) Draft Operating Budget
 - d) Draft Capital Budget
 - e) Integrity Commissioner Inquiry Protocol
 - f) Amending Agreement - Integrity Commissioner Services
 - g) Council email address Display Names
 - h) Crime stoppers - Request for Donation
 - i) Municipal Office Closure - March 4th, 2025

Consent Agenda

8. OLD BUSINESS (INCLUDES THE FOLLOWING WRITTEN LETTERS/REPORTS)

- a) Town Hall Policy
- b) Old Business Items

9. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

- a) By-Law 25-11 being a by-law to amend By-Law 22-05 to appoint an Integrity Commissioner for the Corporation of the Township of The North Shore

10. NOTICES OF MOTION

11. QUESTION PERIOD

12. CLOSED SESSION

13. REPORT FROM CLOSED SESSION

14. CONFIRMATORY BY-LAW

By-law 25-12 being a by-law to confirm the proceedings of Council at its meeting held February 18th, 2025, be read a first, second and third time enacted and passed.

15. ADJOURNMENT



5a)

COPY

Resolution # 31

PO Box 108, Algoma Mills, ON P0R 1A0
 (705) 849-2213 (705) 461-1821

REGULAR COUNCIL MEETING

MEETING DATE: February 5th, 2025

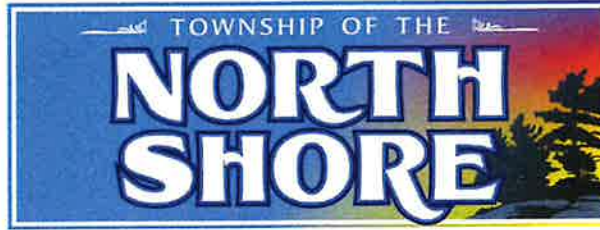
AGENDA ITEM(S): 5a

MOVED BY: R. Welburn

SECONDED BY: R. Green

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore direct the Clerk to review the minutes related to the statement made by Mr. Curtis and add word for word Mr. Curtis' comments and Councillor Welburn's comments.

Conflict of Interest disclosed by :		Ward 1	Ward 2	Ward 3	At Large	Mayor
Seat Vacated :	Y N					
		Recorded Vote Requested by: <u>Mayor Inquired</u>				
Recorded Vote : (Y) ea,	(N) ay,	Ward 1	Ward 2	Ward 3	At Large	Mayor
DEFEATED	DEFERRED	CARRIED	✓			<u>[Signature]</u>
MAYOR or CHAIR or (Acting)						



Minutes

Regular Council Meeting
Township of the North Shore
Wednesday, January 15th, 2025
6:00 p.m.
Hybrid Meeting

ATTENDANCE

- Council: Tony Moor - Mayor
Richard Welburn - Ward 1
Len Menard - Ward 2
Tracey Simon - Ward 3
Robin Green - Councillor at Large
- Staff: Matt Simon, Public Works Manager/Fire Chief
Rachel Schneider, Municipal Clerk/Deputy Treasurer
Craig Davidson - Interim Treasurer

CALL TO ORDER

The Mayor called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

RESOLUTION #25-05

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the agenda as circulated, with the addition of item 7g

CARRIED

DISCLOSURES OF PECUNIARY INTEREST

PRESENTATIONS/DELEGATION

Cunningham Swan - Integrity Commissioner Reports dated December 2nd, 2024.

RESOLUTION #25-06

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the recommendations for penalty sanctions outlined in the Integrity Commissioner report dated December 2nd, 2024, for File number 36669-10 involving the Councillor of Ward 1 Richard Welburn

CARRIED

RESOLUTION #25-07

Moved by: R. Welburn
Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the recommendations for penalty sanctions outlined in the Integrity Commissioner report dated December 2nd, 2024, for File number 36669-4 and File number 36669-16 involving the Councillor of Ward 1 Richard Welburn but not including the 12-month communication protocol suggestion, as explained by Tony Fleming at the January 15th, 2025, Council meeting.

CARRIED

RESOLUTION #25-08

Moved by: R. Welburn
Seconded by: T. Simon

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore approves to make the Integrity Commissioner reports, as presented to Council by Cunningham Swan at the January 15th, 2025, Regular Council meeting, available to the public by adding the reports to the Township's website, and by providing a copy of the report to the public upon written request.

CARRIED

ADOPTION OF MINUTES

- a) Minutes for the Regular meeting of November 27th, 2024

RESOLUTION #25-09

Moved by: R. Green
Seconded by: L. Menard

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore adopts the Regular meeting minutes of November 27th, 2024.

CARRIED

- a) Minutes for the Regular meeting of December 18th, 2024

RESOLUTION #25-10

Moved by: T. Simon
Seconded by: R. Green

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore adopts the Regular meeting minutes of December 18th, 2024.

CARRIED

- b) Minutes for the Special meeting of January 3rd, 2024

RESOLUTION #25-11

Moved by: T. Simon
Seconded by: R. Green

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore adopts the Special meeting minutes of January 3rd, 2025.

CARRIED

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

- a) Revised 2025 OPP Municipal Policing Annual Billing Statement

RESOLUTION #25-12

Moved by: L. Menard
Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the Revised 2025 OPP Municipal Policing Annual Billing Statement for information purposes.

CARRIED

b) Letter from the Fire Chief

RESOLUTION #25-13

Moved by: R. Welburn

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the letter to the Township of The North Shore residents from the Fire Chief, for information purposes.

CARRIED

c) Recreation Committee - Council Representative Re-appointment

RESOLUTION #25-14

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report for consideration, and that Council re-appoint Councillor Simon to the Recreation Committee as the Council Representative for 2025.

CARRIED

d) Quarterly Reports - 4th Quarter 2024 - Administration, Fire Department and Public Works

RESOLUTION #25-15

Moved by: T. Simon

Seconded by: R. Welburn

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the 4th Quarter reports for 2024 for Administration, Public Works and the Fire Department for information purposes.

CARRIED

e) Tax and Water/Wastewater Receivables - 4th Quarter 2024

RESOLUTION #25-16

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the Property Tax and Water/Wastewater Receivables staff report for the 4th Quarter of 2024 for information purposes.

CARRIED

f) Library Agreement

RESOLUTION #25-17

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore extend By-Law 2000-16 to continue the agreement between the Township of The North Shore and the Blind River Public Library.

CARRIED

- g) Notice of Integrity Commissioner Reports - February 5th, 2025, meeting

RESOLUTION #25-18

Moved by: R. Welburn

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report regarding notice of Integrity Commissioner reports being brought to the February 5th, 2025, Regular Council meeting for information purposes, and that Council direct staff to schedule with the Integrity Commissioner to attend the February 5th, 2025, Regular Council meeting to provide explanation of the Report received and answer any questions.

CARRIED

Consent Agenda

- a) Email from MECP Environmental Policy Branch regarding the Excess Soil Regulation
b) 2024 Sparkle Festival Winners

RESOLUTION #25-19

Moved by: R. Welburn

Seconded by: R. Green

BE IT RESOLVED That Council receive item a and b of the January 15th, 2025, Consent Agenda for information purposes.

CARRIED

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

- a) By-Law 25-03 being a by-law to adopt the Pregnancy and Parental Leaves - Council Policy for the Corporation of the Township of The North Shore.

RESOLUTION #25-20

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 25-03 being a by-law to adopt the Pregnancy and Parental Leaves - Council Policy for the Corporation of the Township of The North Shore. be read a first, second and third time enacted and passed.

CARRIED

- b) By-Law 25-04 being a by-law to adopt the WETT Inspection Policy for the Corporation of the Township of The North Shore.

RESOLUTION #25-21

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 25-04 being a by-law to adopt the WETT Inspection Policy for the Corporation of the Township of The North Shore be read a first, second and third time enacted and passed.

CARRIED

- c) By-Law 25-05 being a by-law to adopt the Training and Development Policy for the Corporation of the Township of The North Shore.

RESOLUTION #25-22

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 25-05 being a by-law to adopt the Training and Development Policy for the Corporation of the Township of The North Shore be read a first, second and third time enacted and passed.

CARRIED

d) By-Law 25-06 being a by-law to provide for interim tax levy for the year 2025

RESOLUTION #25-23

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 25-06 being a by-law to provide for interim tax levy for the year 2025 be read a first, second and third time enacted and passed.

CARRIED

e) By-Law 25-07 being a by-law to authorize temporary borrowing for the year 2025

RESOLUTION #25-24

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 25-07 being a by-law to authorize temporary borrowing for the year 2025 be read a first, second and third time enacted and passed.

CARRIED

f) By-Law 25-08 being a by-law approving extension of budget expenditure

RESOLUTION #25-25

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 25-08 being a by-law approving extension of budget expenditure be read a first, second and third time enacted and passed.

CARRIED

NOTICES OF MOTION

Nil

QUESTION PERIOD

Per the Township of The North Shore Procedure By-Law, (Section 6.5.2.17) "Questions and answers will be noted in the meeting's minutes in general terms"

There were 11 questions asked during the Question Period of the January 15th, 2025, meeting:

Question 1, 2:

Questions and Answers for "Questions 1,2" have been amended and content added per Resolution 25-31 that was Carried by Council at the February 5th, 2025, Regular Council meeting.

PREVIOUSLY RECORDED IN MINUTES:

Name of Resident/Member of the Public - Matthew Curtis

Ward of property/residence - Ward 2

Item - 4

Question asked (in general terms) x2 - What additional protections will the Township be taking in order to ensure the safety of staff, Council and the public? Is the Councillor willing to take accountability and pay for Integrity Commissioner investigations to remove burden from rate payers?

Answer given by Council (in general terms) - The Mayor expresses that he agrees there is assistance needed to improve relationships between Council and staff, refers to new restrictions regarding communication, and speaks of the importance of professionalism, being respectful, and taking responsibility for actions. Councillor Welburn says no and cautions the resident on how they are speaking (regarding the Councillor's behaviour). Councillor Simon advises that reports from the Integrity Commissioner and videos are on Township website.

WORD FOR WORD RECORDING OF MINUTES (Mr. Matthew Curtis and Councillor Richard Welburn are word for word, Mayor Tony Moor and Councillor Tracey Simon are recorded in General Terms), PER RESOLUTION 25-31:

Matthew Curtis: Matthew Curtis, Ward 2. Thank you, Your Worship. So, my question relates to agenda item number 4. Before I want to proceed though, I would like to address item 5a on the agenda, the acceptance of the deferred minutes of November 27th. I just want to commend the Members of the Council for demonstrating a strong commitment to transparency and accountability, it does clearly reflect that this Council does value openness and integrity in its proceedings and as previously suggested, Council doesn't sweep anything under the rug, so I appreciate that. Now, we once again find our Municipality dealing with a Council violating the Code of Conduct and the Council-Staff Relations. So, my questions in Integrity Commissioner report File number 36694 and 16. Mr. Fleming advises that the pattern of behaviour will continue and may escalate. So, my question Mr. Mayor is actually a two-part question, if you will allow it. So, based on the Councillor's repeated violations, his demonstrated disregard of the safety of others and the warnings provided by the Integrity Commissioner advising us that he may escalate, what additional protections will the Township be taking to implement to ensure the safety of staff, Council and the public? So, myself as a business owner, as someone with many years in management in the mining industry, I can confidently say that such behaviour is deplorable, the direct violation of Occupation Health and Safety wouldn't be tolerated, usually leading to termination. So, the second part of my question, Your Worship, is based on the fact that this Councillor has been quoted many times saying that people must be held accountable. So, I am asking the Councillor, through you Mr. Mayor, is he willing to take accountability of his actions and pay for these investigations, where he has been found to be in violation, removing the burden of the costs of the investigations on us the rate payers? Thank you

Mayor Tony Moor: The Mayor expresses that he agrees there is assistance needed to improve relationships between Council and staff, refers to new restrictions regarding communication,

Matthew Curtis: I guess in regard to the second part?

Councillor Richard Welburn: No. That's the second time I've been accused of being violent and aggressive. I've never been found to be violent, threatening or aggressive. I would caution you on how you talk like that.

Mayor Tony Moor: The Mayor speaks of the importance of professionalism, being respectful, and taking responsibility for actions.

Councillor Tracey Simon: Councillor Simon advises that reports from the Integrity Commissioner and videos are on Township website.

Mayor Tony Moor: The Mayor speaks of the importance of professionalism, being respectful, and taking responsibility for actions.

Matthew Curtis: Thank you. I just want to correct myself to what the Member said. I didn't mean physical violence or anything safety like that, so you misinterpreted me.

Question 3:

Name of Resident/Member of the Public - Melody Rose
Ward of property/residence - Ward 3
Item: regarding comment Councillor Green made

Question asked (in general terms) x1- If a question is asked and we don't have an answer yet, can it go under Old Business?

Answer given by Council (in general terms) - The Mayor agreed and thanked for the comments

Question 4,5:

Name of Resident/Member of the Public - Rhonda Kirby
Ward of property/residence - Ward 1
Item: Consent Agenda item regarding Excess Soils

Question asked (in general terms) x2 - How many members of Council read the report regarding Excess Soils? Will Council be willing to ask questions to ensure accountability and transparency from the Ministries?

Answer given by Council (in general terms) - Councillor Green stated he intends to read the report and agrees with the importance. The Mayor states that concerns can be brought to Council to discuss that can then be forwarded to the mining company.

Question 6,7,8:

Name of Resident/Member of the Public - Janice Gamble
Ward of property/residence - Ward 1
Item: Integrity Commissioner report, Administration Quarterly report

Question asked (in general terms) x3 - Would Council consider having a public forum where Janice Gamble can update the public on the history of the Code of Conduct, who wrote it, and how and when it was adopted as it was in place before the current term of Council? Is there a way that the public can weigh in on policies? Do you see where red flags are being raised?

Answer given by Council (in general terms) - Councillor Welburn suggests residents forwarding ideas for policies to their Council members with a deadline to add the submitted information to the first meeting in March. Councillor Simon speaks of the importance of the roles and responsibilities of Council members.

Question 9:

Name of Resident/Member of the Public - Jeremy Schneider
Ward of property/residence - Ward 1
Item: Budget and Sunnyside light

Question asked (in general terms) x1 - How is the light an issue for the Township if the private road owners paid to move Sunnyside Road away from the light?

Answer given by Council (in general terms) - The Mayor thanked for the question and said it will be looked into.

Question 10:

Name of Resident/Member of the Public - Nicolas Gagnon
Ward of property/residence - Algoma Mills
Item: Integrity Commissioner report

Question asked (in general terms) x1 - After statement given, the Mayor confirms the question is if Council would be willing to hold a town forum where questions are asked by taxpayers.

Answer given by Council (in general terms) - The Mayor thanked for the question. Councillor Simon expresses that a town hall meeting is a great idea but that relationships need to be worked on so Council can address the public as one unit.

Question 11:

Name of Resident/Member of the Public - No name stated
Ward of property/residence - No place of residence stated
Item: Not related to item on agenda

Question asked (in general terms) x1 - Do you remember the levy held January 1st after Mayor onto Council where people submitted questions in advance?

Answer given by Council (in general terms) - The Mayor thanked for the question.

CLOSED SESSION

REPORT FROM CLOSED SESSION

CONFIRMATORY BY-LAW

RESOLUTION # 25-26

Moved By: L. Menard

Seconded By: T. Simon

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 25-09, Being a By-Law to Confirm the Proceedings of Council at its Regular meeting held January 15th, 2025, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 25-27

Moved By: R. Green

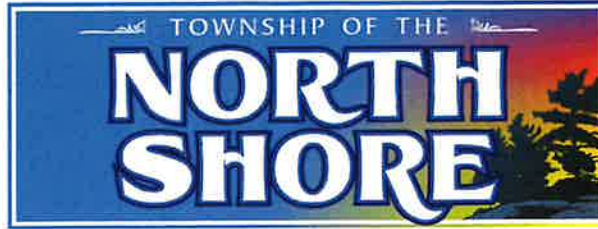
Seconded By: T. Simon

BE IT RESOLVED: That the Corporation of the Township of The North Shore Regular Council meeting of January 15th, 2025, do now adjourn at 7:27 PM to meet again on the 5th day of February 2025 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Rachel Schneider, Clerk/Deputy Treasurer



Minutes

Regular Council Meeting
Township of the North Shore
Wednesday, February 5th, 2025
6:00 p.m.
Hybrid Meeting

ATTENDANCE

- Council: Tony Moor - Mayor
Richard Welburn - Ward 1
Len Menard - Ward 2 - electronic
Tracey Simon - Ward 3 - electronic
Robin Green - Councillor at Large
- Staff: Matt Simon, Public Works Manager/Fire Chief - *left meeting at 8:08 PM*
Rachel Schneider, Municipal Clerk/Deputy Treasurer
Craig Davidson - Interim Treasurer

CALL TO ORDER

The Mayor called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

RESOLUTION #25-28

Moved by: R. Green
Seconded by: R. Welburn

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the agenda as circulated

CARRIED

DISCLOSURES OF PECUNIARY INTEREST

PRESENTATIONS/DELEGATION

- a) Cunningham Swan - Integrity Commissioner Reports dated January 10th, 2025

RESOLUTION #25-29

Moved by: L. Menard
Seconded by: T. Simon

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore approves to make the Integrity Commissioner reports, as presented to Council by Cunningham Swan at the February 5th, 2025, Regular Council meeting, available to the public by adding the reports to the Township's website, and by providing a copy of the report to the public upon written request.

CARRIED

RESOLUTION #25-30

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the recommendations for penalty sanctions outlined in the Integrity Commissioner report dated January 10th, 2025, for File number 36669-20 involving the Councillor of Ward 1 Richard Welburn

The Ward 1 Councillor requested a recorded vote.

Results:

Councillor R. Green - Nay

Councillor L. Menard - Yea

Councillor T. Simon - Yea

Councillor R. Welburn - Did not vote

Mayor T. Moor - Yea

CARRIED

- a) KPMG - Consolidated Financial Statements for the year ended December 31, 2023, Combined Audit Planning and Findings Report for the year ended December 31, 2023

ADOPTION OF MINUTES

- a) Minutes for the Regular meeting of January 15th, 2025

RESOLUTION #25-31

Moved by: R. Welburn

Seconded by: R. Green

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore direct the Clerk to review the minutes related to the statement made by Mr. Curtis and add word for word Mr. Curtis' comments and Councillor Welburn's comments.

The Mayor asked if Council would like a recorded vote.

Results:

Councillor R. Green - Yea

Councillor L. Menard - Yea

Councillor T. Simon - Yea

Councillor R. Welburn - Yea

Mayor T. Moor - Yea

CARRIED

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

- a) Recreation Committee report and Recommendations for the January 14th, 2025, Recreation Committee meeting

RESOLUTION #25-32

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report from the Recreation Committee for consideration, and that Council approve the Recommendations from the Recreation Committee to approve a Budget of \$4000 for 2025, approve a budget of \$500 for the 2025 Family Day event on Monday, February 17, 2025, approve to purchase speakers for the Spragge Rink at an estimated amount of \$300, and that Council approve the proposed 2025 Recreation Committee events.

CARRIED

b) Quarterly Report - 4th Quarter 2024 - Finance

RESOLUTION #25-33

Moved by: R. Welburn

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the 4th Quarter report for 2024 for the Finance Department for information purposes.

CARRIED

c) 4th Quarter 2024 Budget Variance Report and Capital worksheet

RESOLUTION #25-34

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the Capital worksheet and Budget Variance Report for the 4th Quarter of 2024 for information purposes.

CARRIED

d) Capital budget and Grant use report

RESOLUTION #25-35

Moved by: R. Welburn

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report regarding Capital Budget and Grant use as presented, and that Council provide direction regarding Capital projects to be included in the 2025 Budget deliberations.

CARRIED

e) Final Report, January 2025 - Office of the Ontario Ombudsman

RESOLUTION #25-36

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report from the Ontario Ombudsman regarding an investigation into informal gatherings held by Council for the Township of The North Shore on March 20th, 2024, and between March 21 and March 25th of 2024, for information purposes.

CARRIED

f) Town Hall Meeting Policy

RESOLUTION #25-37

Moved by: R. Welburn

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, that Council review the proposed draft Town Hall Meeting policy, that Council have an open discussion regarding the proposed policy, and that Council forward any comments, concerns, and proposed amendments to the Municipal Clerk by February 12th, 2025 at 12PM so the proposed policy can be brought to the February 19th, 2025 Regular Council meeting for further review.

CARRIED

Consent Agenda

- a) Letter from the Ministry of Rural Affairs regarding the Enabling Ontario: Ontario's rural Economic Development Strategy
- b) Email from the Ministry of Natural Resources regarding the Conservations Authority Act

RESOLUTION #25-19

Moved by: R. Welburn

Seconded by: R. Green

BE IT RESOLVED That Council receive item a and b of the February 5th, 2025, Consent Agenda for information purposes.

CARRIED

OLD BUSINESS

- a) Insurance Claim - Theft of deer at 5165 Highway 17, Spragge

RESOLUTION #25-39

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report regarding the Insurance Claim and Settlement as a result of the theft of x4 statues at the location of 5165 Highway 17 in Spragge, for information purposes.

CARRIED

- b) Township of The North Shore Accounting System upgrade - Munisoft

RESOLUTION #25-40

Moved by: R. Welburn

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report regarding upgrading the Municipality's Accounting software as presented, that Council accept Quote #2 and approve to upgrade the accounting software to Munisoft in the amount of \$26,561.00, that Council include the upgrade in the 2025 Capital Budget, that Council approve to have the system implementation be scheduled as soon as practicable, and that Council direct staff to work towards recovering the deposit previously made to Central Square.

CARRIED

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

NOTICES OF MOTION

Nil

QUESTION PERIOD

Per the Township of The North Shore Procedure By-Law, (Section 6.5.2.17) "Questions and answers will be noted in the meeting's minutes in general terms"

There were 10 questions asked during the Question Period of the February 5th, 2025, meeting:

Question 1, 2:

Name of Resident/Member of the Public - Melody Rose

Ward of property/residence - Ward 3

Question asked (in general terms) x2 - Is it possible to ask the accountant what type of processes can be put into place to protect management and the Township from fraud as a proactive measure for risk management? Handi Spot road was mentioned regarding road condition in Spring but no questioned asked. Is it possible to have a comparison of the past 3 years for snowplowing costs for Township vs contracted plowing to show that it is still a worthy choice for the Municipality to do as a feasible option?

Answer given by Council (in general terms) - The Mayor stated that can be looked into regarding the proactive measures. The Mayor also explained that one of the main reasons for purchasing the truck was due to prices of contracting the service.

Question 3, 4:

Name of Resident/Member of the Public - Janice Gamble
Ward of property/residence - Algoma Mills

Question asked (in general terms) x2- Am I clear that the figures in the Auditor's report were for 2023? Is there any way that auditor reports or reports from PUC can be explained in simpler terms?

Answer given by Council (in general terms) - The Mayor allows for C. Davidson to confirm that the report was for the year ending December 31st, 2023. C. Davidson explained the reasoning behind the delay in the report, which he stated was due to the Asset Retirement items not received until mid December of 2024. C. Davidson stated that Council needs to understand what they are approving and explains he wants to be straight forward with the budget so it can be understood by all.

Question 5, 6, 7:

Name of Resident/Member of the Public - No name stated
Ward of property/residence - No place of residence stated

Question asked (in general terms) x3 - What is the current procedure for staff to purchase items? Is the amount \$5000 not \$25000? Why is there a by-law to amend the policy and not a procedure?

Answer given by Council (in general terms) - The Mayor allows for C. Davidson to explain the Procurement Policy and that when the amounts were found to be over, that it was brought to Council. Councillor Welburn states he has the policy in front of him, but not the updated version and adds that if anything goes over what is listed in the policy, it needs to be reported. C. Davidson explains that by-laws are now used to amend policies.

Question 8, 9:

Name of Resident/Member of the Public - Melody Rose
Ward of property/residence - Ward 3 Serpent River

Question asked (in general terms) x2 - What procedure is there to prevent overages? Is there anything in place currently?

Answer given by Council (in general terms) - C. Davidson explains following the Procurement Policy and advising Council when overages happen or will happen.

Question - No question asked:

Name of Resident/Member of the Public - Jeremy Schneider
Ward of property/residence - Algoma Mills

Question asked (in general terms) x1 - Makes comment on Town Hall meetings addressing matters instead of Question Period to allow for Council meetings to be about Municipal business and to reduce the possibility of meetings getting off track.

Answer given by Council (in general terms) - The Mayor asks that those comments be forwarded

Question 10:

Name of Resident/Member of the Public - Janice Gamble
Ward of property/residence - Algoma Mills

Question asked (in general terms) x1 - Wondering if Craig knew that there is a difference in the price of a previous and the current Engineering Report from Tulloch for Riverview Road?

Answer given by Council (in general terms) - Answer not given by member of the public to explain the difference in the distance of road for each Engineering Report.

CLOSED SESSION

RESOLUTION #25-41

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore move to Closed Session pursuant to Section 239 (2) of the Municipal Act, to consider:

- (b) personal matters about an identifiable individual, including municipal or local board employees
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

Closed session meeting attendance by: Township of The North Shore Municipal Council, Clerk, Interim Treasurer

For the purpose of legal and human resource matters

CARRIED

M. Simon left the meeting at 8:08 PM

R. Schneider exited Council Chambers at 8:12 PM and returned at 8:12 PM

C. Davidson exited Council Chambers at 8:39 PM and returned at 8:40 PM

REPORT FROM CLOSED SESSION

RESOLUTION #25-41

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore arise from Closed Session at 8:40 PM and report as follows: Council gave direction to the Mayor and Clerk regarding the legal and human resources matters, and that Council agrees to not acknowledge the letter received from a member of the public dated January 17th, 2025, per the Township of The North Shore Letters from the Public Policy.

CARRIED

CONFIRMATORY BY-LAW

RESOLUTION # 25-42

Moved By: L. Menard

Seconded By: T. Simon

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 25-10, Being a By-Law to Confirm the Proceedings of Council at its Regular meeting held February 5th, 2025, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 25-43

Moved By: T. Simon

Seconded By: L. Menard

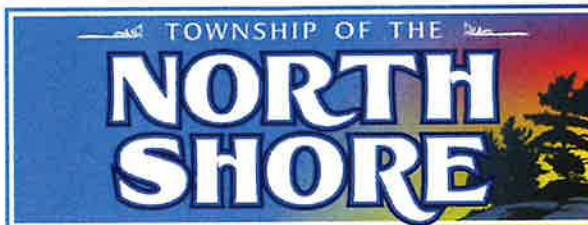
BE IT RESOLVED: That the Corporation of the Township of The North Shore Regular Council meeting of February 5th, 2025, do now adjourn at 8:42 PM to meet again on the 19th day of February 2025 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Rachel Schneider, Clerk/Deputy Treasurer

7a



February 3, 2025

Meeting of February 19, 2025

Council Report

SUBJECT: Petitions Policy

RECOMMENDATION: That Council receive the staff report as presented for consideration, that Council review and discuss the proposed draft Petitions Policy, and that Council forward any comments, concerns, and proposed amendments to the Municipal Clerk by February 26th, 2025, at 12PM so the proposed policy can be brought to the March 5th, 2025, Regular Council meeting for further review.

The Township of The North Shore does not currently have a policy in place that specifically provides wording for Council receiving and reviewing Petitions from residents.

It is being requested that Council review and discuss the proposed policy, and forward any comments, concerns, and amendments to the Clerk ahead of the next scheduled Council meeting. This will allow for Council to review any added proposed amendments received by members of Council (whether of their own submission or from a constituent) at the meeting of March 5th, 2025.

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:	SUBJECT:
Petitions Policy	Submitting Petitions to Council
POLICY SECTION:	POLICY NO:
P	9
EFFECTIVE DATE: February 19, 2025	ENACTED BY: Resolution

1. Policy Statement

The Township of The North Shore is committed to citizen engagement and supports Petitions as a tool for citizens to have input into Council's decision-making process.

A Petition can be most effective when the information contained in it is accurate and verifiable.

2. Purpose

This policy outlines the Township of The North Shore's procedure for receipt and recognition of public Petitions.

3. Requirements

- The Township of The North Shore Petition Form (Appendix A of this Policy) may be used when submitting a Petition, or the Principal Petitioner may create their own document by following the requirements listed in this Policy.
- Petitions must contain a statement of purpose that is repeated at the top of each page.
- Pages of Petitions should be numbered, and the total number of pages indicated.
- Petitions must include the name of the Principal Petitioner, their address and telephone number (email address is optional).
- Petitions must include signatures of affected citizens who currently reside in the Township of The North Shore and who are at least 14 years of age.
- Petitions must include the address of each citizen signing.
- Petitions must be legible, typewritten or printed in ink (no pencil).
- For electronic petitions, petitioners must provide name, address and valid e-mail address.
- Petitions must be free of erasures or interlineations in its text; that is, the text of a petition may not be altered by erasing words, crossing out words, or adding words or commentary.
- Material such as maps, pictures, news articles, explanatory or supporting statements attached or appended to Petitions will render them unacceptable.
- Petitions must be appropriate and respectful in tone and must not contain any improper or offensive language or information.
- Petitions must clearly disclose, on each page, that it will be considered a public document and that information contained in it may be subject to the scrutiny of the Township and other members of the general public.

4. Submission of Petitions

- Physical Petitions are to be remitted to the Municipal Clerk at the Township of The North Shore Municipal Office at the address provided in Section 7 of this Policy.
- Electronic Petitions containing verifiable information may be submitted electronically to the attention of the Municipal Clerk at municipalclerk@townshipofthenorthshore.ca
- Council Members are responsible for forwarding all Petitions received by them to the Municipal Clerk.

5. Responsibilities

- The Municipal Clerk is responsible for receiving all Petitions.
- The Municipal Clerk will evaluate all Petitions to ensure that the requirements of the Policy are met.
- Petitions deemed to comply with the requirements will be presented to Council on a Public Agenda for consideration.
- Petitions deemed to be in non-compliance will not be formally presented to Council for action but will be forwarded to Council Members for information purposes.

6. Personal Information

- Personal information on a Petition will be collected by the Principal Petitioner under the authority of Section 28(2) of the Municipal Freedom of Information and Protection of Privacy Act for the purpose of informing Council of the views of the Petition.
- Personal information will not be used by the Township of The North Shore for any purpose other than to ensure it meets Council's requirements for a valid Petition and to ensure contact with the Principal Petitioner.
- Original Petitions will be presented to Council at a Regular Meeting of Council.
- Petitions, in their entirety, will be available at the Township of The North Shore Municipal Office (1385 Highway 17, Algoma Mills, Ontario) for public viewing.

7. Contact Information

Township of The North Shore
1385 Highway 17
Algoma Mills, Ontario
P0R 1A0

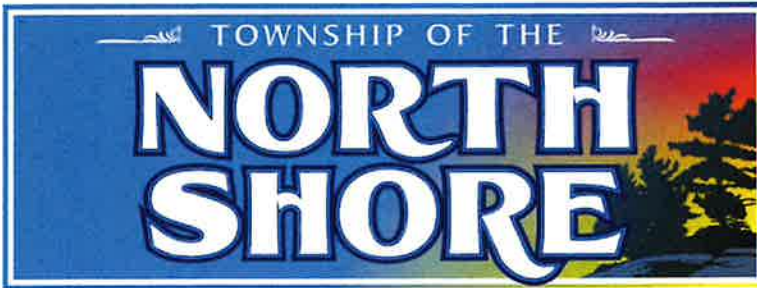
9:00 AM – 4:30 PM

Monday, Tuesday, Thursday, Friday – Municipal Office Closed to the Public on Wednesdays
The Municipal Office is Closed on Holidays and weekends

Telephone : 705-849-2213

Fax: 705-849-2428

municipalclerk@townshipofthenorthshore.ca



To:

The Council of the Township of The North Shore
1385 Highway 17,
Algoma Mills, Ontario
P0R 1A0

APPENDIX A – PETITIONS FORM

From:

Name of Principal Petitioner:
Street Address:
Telephone Number:
Email Address (optional):

Date:

Whereas:

(insert brief description of issue in question)

I/We the undersigned, Petition the Council of the Township of The North Shore as follows:

(insert Statement of Purpose Petition text)

By signing this Petition, I hereby acknowledge that this Petition will become a public document at the Township of The North Shore Municipal Office and all information contained in it will be subject to the scrutiny of the Township and will be publicly available. Questions about the collection and disclosure of personal information contained in this Petition should be directed to the Municipal Clerk, 1385 Highway 17, Algoma Mills, Ontario, P0R1A0, 705-849-2213, municipalclerk@townshipofthenorthshore.ca

I/We the undersigned, Petition the Council of the Township of The North Shore as follows:
(insert Statement of Purpose Petition text)

NAME	ADDRESS	SIGNATURE

By signing this Petition, I hereby acknowledge that this Petition will become a public document at the Township of The North Shore Municipal Office and all information contained in it will be subject to the scrutiny of the Township and will be publicly available. Questions about the collection and disclosure of personal information contained in this Petition should be directed to the Municipal Clerk, 1385 Highway 17, Algoma Mills, Ontario, P0R1A0, 705-849-2213, municipalclerk@townshipofthenorthshore.ca

I/We the undersigned, Petition the Council of the Township of The North Shore as follows:

(insert Statement of Purpose Petition text)

NAME	ADDRESS	SIGNATURE

By signing this Petition, I hereby acknowledge that this Petition will become a public document at the Township of The North Shore Municipal Office and all information contained in it will be subject to the scrutiny of the Township and will be publicly available. Questions about the collection and disclosure of personal information contained in this Petition should be directed to the Municipal Clerk, 1385 Highway 17, Algoma Mills, Ontario, P0R1A0, 705-849-2213, municipalclerk@townshipofthenorthshore.ca

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Report Dated February 11, 2025

For Meeting of February 18, 2025

Council Report

SUBJECT: PATCHING COSTS

RECOMMENDATION: THAT Council receive the report on the 2024 Patching Activity.

Information:

As Council will recall, earlier reports had the total cost of Patching for 2024 as \$27,822.

Since the last meeting of Council, the individual bills were summarized by weight received and cost. The Public Works Manager questioned some of these charges with the supplier as the amount supplied was more than could reasonably be handled by our vehicles. The supplier investigated their information and realized that there was indeed a billing error, and this has resulted in a rebate being issued by the supplier in the amount of \$24,096 leaving the total cost of Patching in 2024 of \$3,726.

At the time, with the cost per tonne of the material increasing and the use of the material increasing as well, steps were taken to stop any further cold mix use and even with the rebate accounted for, the Patching activities are still \$1,226 over budget.

Staff have also started working to better control approval of expenditures and ensure anomalies such as this are discovered prior to payment.

It should be noted that there were some invoices from the supplier that were addressed to us, but the use was identified as another municipality, and these were returned to the supplier unpaid. In this case, we were identified as the user, and this resulted in the payment being approved and paid.

Especially with the new accounting system being installed in early March, the flow of information and approvals will be re-examined to ensure that the chance situations like this happening in the future will be mitigated

Use of cold-mix this year was:

Road that received patching	Approximate amount of Cold Patch used (Metric Tonne)
Handi Spot Road	2.63
Riverview Road West of Handi Spot Road	2.07
Wagoosh Lake Road	2.20
Old Hydro Road, including at bridge and West entrance	2.41
Lauzon Village Road	1.86
Air Service Road	1.40
Pronto Road	1.67

Respectfully Submitted by: Craig Davidson, Interim Treasurer and Matt Simon, Works Manager

7C



Prepared February 12, 2025

For Council meeting of February 18, 2025

Council Report

SUBJECT: DRAFT OPERATING BUDGET

RECOMMENDATIONS:

- 1. THAT the Budget Planning Report be received with direction provided as appropriate.**

Information

Attached to this report is the draft operating budget for 2025 that was prepared for Council's consideration and deliberation. This report provides some text to the amounts and the methodology used in creating the 2025 draft operating budget.

For starters, a 1% change in tax levy is equal to \$11,600. The guiding principle that was used to establish a target tax levy increase in the attached budget was the Consumer Price Index (CPI) of 2.9%. While costs increases to municipal governments is often higher than the stated CPI, this has been used as the initial target.

As noted previously, this draft budget shows salary, wages, and honorariums, along with the related benefits differently. In previous years, salary and benefit costs for Staff was allocated to different functions on a systematic basis. This budget includes Council honorariums as a Council cost, administrative salary and wages as an administrative cost and splits the cost of public works and summer students between road operations and recreation operations. This budget has been created with a Council of 5, Administrative complement of 2.5 Full-Time Equivalent (FTE), one part-time waste employee, 1.5 FTE in Public Works/Recreation and two summer students.

The honorariums associated with the Volunteer Fire Department has been established using the number of Volunteers as 14 and then estimating the costs based on training and response.

Audit Costs which were allocated to each function in previous years is now shown as one total under the administration budget. Insurance Costs (assuming a 10% increase over 2024) are split between the main functions. These changes in allocations could result in budget proposals for this year appearing higher or lower than the average so please bear this in mind.

One last comment on the allocation of overhead (wages and costs). As our population is under 100,000, there is an overhead allocation required on the Financial Information Return although there is more flexibility afforded a municipality of our size as to how these

costs are systematically allocated. We are not required to allocate overhead in our general ledger.

Telecommunication department has been rolled into the Administrative Budget. In 2024, the Telecommunications department simply held the cost of internet services.

The last item before a commentary on some of the changes in the draft budget being presented is to make Council aware that the 2024 Actuals are still subject to change as we finalize the year. What follows are highlights of the estimates made.

Grants/Railway/Power Plant

The Ontario Municipal Partnership Fund increased by \$33,800 this year to a total of \$376,400. There is no change expected in the Railway or Power Plant Payments-In-Lieu as these amounts have not changed since 1998.

Council

There is a decrease in the budget amount shown for Council salaries. This is due to the change in how these values are reported (as noted earlier). Council Seminars and Workshops has increased by \$5,000 following some brief discussion as Council meetings of additional training that may be desired. Between Legal and Integrity Commissioner Costs, the 2025 budget has increased by \$5,000 over 2024. While this is less than the actual 2024 cost, the hope is that the number of complaints to the Integrity Commissioner will ease somewhat as we move forward.

Overall, with the changes in salary allocation and overhead as noted previously, the budget estimate for Council is \$123,900 or a decrease of 7.01%.

Administration

Administration is expected to increase significantly due to how salaries, benefits, insurance and audit costs are allocated differently in 2024 versus 2025. As noted previously, there are 2.5 FTE budgeted in this area. This is working under the assumption that at some point during the year there will be a change in how treasury functions are fulfilled.

The Computer Expense estimate has been lowered from previous years with the change in accounting systems and therefore a change in the annual software support. This was offset a little with the change in how general internet costs are being recorded.

The other change in the Administrative are is the transfer to general reserves. For 2025, this estimate is presently \$13,337. This represents the 'excess' tax levy with this budget, assuming the tax levy increases by 2.9%. Any changes in budget estimates, including any change to the proposed tax levy increase, would change this number appropriately.

Fire Services

The largest increase in Fire Services relates to a more appropriate budget for the cost of Volunteers given a complement of 14.

Chief Building Official Services

With the wages removed, the revenue from permits is equal to the contract amount paid to Tulloch for these services. The only difference is any revenue received from compliance certificates that are sometimes requested during the sale of properties.

By-Law Enforcement

The salaries and wages shown in this department is an estimate of the time spent by the By-Law Enforcement Officer in this area.

Roads

The increase in this department is practically all attributed to how salaries and benefits are now being allocated.

There are a few highlights from the 2024 actuals that should be explained as well. In 2024, the bi-annual OSIM Bridge report was completed explaining the increase in Bridges and Culverts. Also, the older Public Works Vehicle (Dodge) required significant repairs in 2024 which were unexpected and are not expected to have to be repeated in 2025.

Policing

With the change in the Police Services Board that became effective in 2024, the operations of the RIDE program have also changed. Rather than each municipality applying for RIDE grants to fund the program in their area, now one municipality within each Police Services Board is designated to apply for these funds for the area covered by the Police Services Board. With no budget, the assumption is that another municipality will be selected however, if we are designated the municipality to apply for these funds, the revenue and expenditure should offset each other.

The policing cost have been adjusted to reflect the updated requisition expected (change in December).

Landfill

Landfill estimates have been reduced in the Monitoring area. As noted previously, monitoring related to the expansion project are being treated as a capital cost. The monitoring costs here are not related to the expansion project but rather the annual monitoring required in the operation of a landfill.

Health and Social Services

As of report writing, we have yet to receive the 2025 estimates for the DSSAB and Public Health levies. In what is hoped to be a worst case, an increase of 10% has been estimated for these budget areas. Any reduction from these estimates could increase the amount transferred to general reserves.

Recreation

Again, the main difference is how wages and benefits are being shown in this budget.

Another change is the merging of different maintenance items from a budget perspective. This should be more reflective of what has happened in the past and could be altered based on plans included in this year's budget.

Planning

While it has not been discussed recently, there was an amount to be funded from reserves last year to start the process to update our Official Plan. This budget continues this notion.

Information Centre

With the removal of the wage and audit allocation this is now budgeted on a break-even basis. Insurance is maintained here due to the number of people that would visit the site.

Water and Wastewater

Rates for water and wastewater charges have been increased by 3% from previous direction from Council. One change in how these are billed is, that they are flat rate charges, these will be included in the tax billing in 2025 and beyond.

The fees paid to SSMPUC are expected to increase 2% from prior agreements. On this note, 2025 is the year that this agreement either needs to be extended or put out for tender. This will be included in a separate future report.

Cemetery

This is an operating budget with most of the costs expected to relate to grass cutting and general maintenance. Last year's totals included the removal of some dangerous trees.

Overall

The estimates presented are a reasonable estimate of activities in the coming year. While during deliberations by Council, these estimates may be further refined however the largest question is the tax levy (in dollars) Council would like to see this year. As noted at the beginning of this report, these estimates have been prepared using an increase to the tax levy of 2.9% or \$33,886.

Respectively Submitted

Craig Davidson
Interim Treasurer



As of: February 12, 2025

DRAFT BUDGET 2025	APPROVED		2025 DRAFT BUDGET	Increase/Decrease	
	BUDGET	ACTUALS (YTD)		\$	%
	2024				
1-3-1500-5015 OMPF Grant	-\$ 342,600.00	-\$ 342,600.00	-\$ 376,400.00	-\$ 33,800.00	9.87%
1-3-1023-2070 Railway	-\$ 18,000.00	-\$ 18,096.10	-\$ 18,000.00	\$ -	0.00%
1-3-1210-2240 Power Plant	-\$ 121,047.00	-\$ 121,047.01	-\$ 121,047.00	\$ -	0.00%
GRANTS/ RAILWAY/POWER PLANT	-\$ 481,647.00	-\$ 481,743.11	-\$ 515,447.00	-\$ 33,800.00	7.02%
1-3-0100-2700 COUNCIL - DONATIONS	\$ -	\$ 567.00	\$ -	\$ -	0.00%
1-3-1000-7120 COUNCIL - ELECTIONS	\$ -	\$ -	\$ -	\$ -	0.00%
1-3-1000-7255 COUNCIL - Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-1000-1010 COUNCIL - Salaries	\$ 74,770.00	\$ 80,240.00	\$ 64,000.00	-\$ 10,770.00	-14.40%
1-4-1000-1110 COUNCIL - Benefits	\$ 8,800.00	\$ 12,890.00	\$ 7,500.00	\$ 700.00	10.29%
1-4-1000-1200 COUNCIL - Travel	\$ 3,000.00	\$ 211.00	\$ 3,000.00	\$ -	0.00%
1-4-1000-1300 COUNCIL - Seminars & Workshops	\$ 5,000.00	\$ 2,247.00	\$ 10,000.00	\$ 5,000.00	100.00%
1-4-1000-1320 COUNCIL - Memberships	\$ 1,600.00	\$ 1,677.00	\$ 1,800.00	\$ 200.00	12.50%
1-4-1000-2050 CNCL- Telephone	\$ 2,400.00	\$ 2,346.00	\$ 2,000.00	-\$ 400.00	-16.67%
1-4-1000-2120 COUNCIL - Office Supply		\$ 10.00	\$ -	\$ -	#DIV/0!
1-4-1000-21300 COUNCIL - Computer Supply	\$ -	\$ 219.00	\$ 200.00	\$ 200.00	#DIV/0!
1-4-1000-2210 COUNCIL - Legal	\$ 15,000.00	\$ 11,072.00	\$ 10,000.00	-\$ 5,000.00	-33.33%
1-4-1000-2215 COUNCIL-Integrity Commissioner	\$ 10,000.00	\$ 44,871.00	\$ 20,000.00	\$ 10,000.00	100.00%
1-4-1000-2700 COUNCIL - Donations	\$ 1,000.00	\$ 531.00	\$ 1,000.00	\$ -	0.00%
1-4-1000-4020 COUNCIL - Insurance	\$ 5,721.00	\$ 5,418.00		-\$ 5,721.00	-100.00%
1-4-1000-4025 COUNCIL - Audit	\$ 3,553.00			-\$ 3,553.00	-100.00%
1-4-1000-5010 COUNCIL - Miscellaneous	\$ 400.00	\$ 230.00	\$ 400.00	\$ -	0.00%
1-4-1000-5050 COUNCIL - Elections	\$ -	\$ -		\$ -	#DIV/0!
1-4-1000-9000 COUNCIL - Transfer to Reserves	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	0.00%
Council Department	\$ 133,244.00	\$ 161,396.00	\$ 123,900.00	-\$ 9,344.00	-7.01%

1-3-1200-7100 ADMIN - Lottery Licenses/Fee	\$ -	\$ -	\$ -	\$ -	0.00%
1-3-1200-7101 ADMIN - Trailer Licence	-\$ 2,250.00	-\$ 3,000.00	-\$ 3,000.00	-\$ 750.00	33.33%
1-3-1200-7102 ADMIN - Tax Certificates	-\$ 1,000.00	-\$ 900.00	-\$ 1,000.00	\$ -	0.00%
1-3-1200-7104 ADMIN - Maps/Copies/Etc.	-\$ 20.00	-\$ 97.17	-\$ 50.00	-\$ 30.00	150.00%
1-3-1200-7120 ADMIN - Miscellaneous	-\$ 4,000.00	-\$ 3,858.17	-\$ 3,500.00	\$ 500.00	-12.50%
1-3-1200-7130 ADMIN - Penalties & Interest	-\$ 15,000.00	-\$ 21,930.61	-\$ 15,000.00	\$ -	0.00%
1-3-1200-7132 ADMIN - Land Sales	\$ -	-\$ 11,001.00	\$ -	\$ -	0.00%
1-3-1200-7133 ADMIN - Stale dated Cheques	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1-3-1200-7136 ADMIN - Investment Revenues	\$ -	\$ -	\$ -	\$ -	0.00%
1-3-1200-7160 ADMIN - Leases	-\$ 7,473.00	-\$ 7,474.00	-\$ 7,474.00	-\$ 1.00	0.01%
1-3-1200-7204 ADMIN - Provincial Grant	\$ -	\$ -	\$ -	\$ -	0.00%
1-3-1200-7255 ADMIN - Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-1200-1010 ADMIN - Wages	\$ 112,011.00	\$ 83,126.00	\$ 176,000.00	\$ 63,989.00	57.13%
1-4-1200-1110 ADMIN - Benefits	\$ 27,085.00	\$ 20,557.00	\$ 49,400.00	\$ 22,315.00	82.39%
1-4-1200-1115 ADMIN-Consultants	\$ -	\$ 80,232.00	\$ 42,000.00	\$ 42,000.00	0.00%
1-4-1200-1150 Contracted/Professional Services	\$ -	\$ 5,931.00	\$ 4,000.00	\$ 4,000.00	0.00%
1-4-1200-1200 ADMIN - Travel	\$ 2,000.00	\$ 904.00	\$ 2,000.00	\$ -	0.00%
1-4-1200-1205 ADMIN - Janitorial Services	\$ -	\$ 34.00	\$ 100.00	\$ 100.00	100.00%
1-4-1200-1300 ADMIN - Seminars/Workshops	\$ 5,000.00	\$ 2,824.00	\$ 5,000.00	\$ -	0.00%
1-4-1200-1320 ADMIN - Memberships	\$ 1,500.00	\$ 1,272.00	\$ 1,800.00	\$ 300.00	20.00%
1-4-1200-2010 ADMIN - Materials/Supplies	\$ 2,000.00	\$ 728.00	\$ 3,000.00	\$ 1,000.00	50.00%
1-4-1200-2024 ADMIN - Propane	\$ 3,500.00	\$ 2,237.00	\$ 3,000.00	-\$ 500.00	-14.29%
1-4-1200-2030 ADMIN - Hydro	\$ 6,000.00	\$ 7,254.00	\$ 7,500.00	\$ 1,500.00	25.00%
1-4-1200-2035 ADMIN - Delivery	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-1200-2045 ADMIN - Janitorial Supplies	\$ 500.00	\$ 600.00	\$ 600.00	\$ 100.00	20.00%
1-4-1200-2050 ADMIN - Telephone	\$ 6,500.00	\$ 10,252.00	\$ 10,000.00	\$ 3,500.00	53.85%
1-4-1200-2079 ADMIN - PUBLIC WORKS VEHICLE #2	\$ 400.00	\$ 635.00	\$ -	-\$ 400.00	-100.00%
1-4-1200-2100 ADMIN - Postage	\$ 3,400.00	\$ 2,133.00	\$ 3,000.00	-\$ 400.00	-11.76%
1-4-1200-2110 ADMIN - Due & Subscriptions	\$ 250.00	\$ -	\$ 250.00	\$ -	0.00%
1-4-1200-2120 ADMIN - Office Supplies	\$ 3,000.00	\$ 836.00	\$ 2,500.00	-\$ 500.00	-16.67%
1-4-1200-2130 ADMIN - Computer Expenses	\$ 25,000.00	\$ 8,696.00	\$ 12,000.00	-\$ 13,000.00	-52.00%
1-4-1200-2140 ADMIN - Copying Expenses	\$ 4,500.00	\$ 3,898.00	\$ 4,500.00	\$ -	0.00%
1-4-1200-2210 ADMIN - Legal Fees	\$ 5,000.00	\$ 11,603.00	\$ 7,500.00	\$ 2,500.00	50.00%
1-4-1200-2300 ADMIN - Advertising	\$ 2,000.00	\$ 889.00	\$ 1,500.00	-\$ 500.00	-25.00%
1-4-1200-4020 ADMIN - Insurance	\$ 39,780.00	\$ 37,714.00	\$ 43,758.00	\$ 3,978.00	10.00%
1-4-1200-4025 ADMIN - Audit	\$ 5,083.00	\$ 18,646.00	\$ 23,000.00	\$ 17,917.00	352.49%
1-4-1200-4030 ADMIN - Licenses & Permits	\$ 2,000.00	\$ -	\$ 1,000.00	-\$ 1,000.00	-50.00%
1-4-1200-4040 ADMIN - Bank Charges	\$ 2,000.00	\$ 1,200.00	\$ 2,000.00	\$ -	0.00%
1-4-1200-4045 ADMIN - Cash over/short	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1-4-1200-4046 Cash over/short-Rounding	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-1200-4050 ADMIN - Taxes Written Off	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	0.00%
1-4-1200-4055 ADMIN - Bad Debts Written Off	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1-4-1200-4056 ADMIN - Municipal Payment-in-Lieu	\$ 3,300.00	\$ -	\$ 2,500.00	-\$ 800.00	-24.24%
1-4-1200-4057 ADMIN - Mining Land Taxes	\$ 1,000.00	\$ 835.00	\$ 1,000.00	\$ -	100.00%
1-4-1200-4501 ADMIN - Tax Collection Expenses	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-1200-5010 ADMIN - Miscellaneous	\$ 1,000.00	\$ 748.00	\$ 1,000.00	\$ -	0.00%
Amortization Expense					
1-4-1200-7140 ADMIN - Building & Lot Maintenance	\$ 2,000.00	\$ 3,612.00	\$ 3,000.00	\$ 1,000.00	50.00%
1-4-1200-7800 ADMIN - Assessment Services (MPAC)	\$ 18,200.00	\$ 18,116.00	\$ 18,512.00	\$ 312.00	1.71%
1-4-1200-9000 ADMIN - Transfer to Reserves	\$ 39,063.00	\$ 50,064.00	\$ 13,337.00	-\$ 25,726.00	0.00%
Administration Department	\$ 296,329.00	\$ 327,315.05	\$ 417,733.00	\$ 121,404.00	40.97%

1-3-2000-7204 FD - Provincial Grant		\$ -	\$ -	\$ -	\$ -	#DIV/0!
1-3-2000-7206 FD - User Fee - Dispatch	-\$ 1,656.00	-\$ 3,043.00	-\$ 2,400.00	-\$ 744.00		44.93%
1-3-2000-7209 FD - Fire Claims - MTO	\$ -	\$ -	\$ -	\$ -		0.00%
1-3-2000-7230 FD - Miscellaneous	-\$ 200.00	-\$ 360.00	-\$ 200.00	\$ -		0.00%
1-4-2000-1010 FD - Wages	\$ 18,500.00	\$ 23,640.00	\$ 34,500.00	\$ 16,000.00		86.49%
1-4-2000-1110 FD - Benefits	\$ 6,800.00	\$ 4,858.00	\$ 7,000.00	\$ 200.00		2.94%
1-4-2000-1200 FD - Travel	\$ 500.00	\$ -	\$ 500.00	\$ -		0.00%
1-4-2000-1300 FD - Seminars & Workshops	\$ 5,000.00	\$ 5,304.00	\$ 5,500.00	\$ 500.00		10.00%
1-4-2000-1310 FD - Community Emergency Managem	\$ 12,000.00	\$ 15,264.00	\$ 13,000.00	\$ 1,000.00		8.33%
1-4-2000-1315 FD - 911 Emergency Service	\$ 600.00	\$ -	\$ 500.00	-\$ 100.00		-16.67%
1-4-2000-1320 FD - Memberships	\$ 450.00	\$ 425.00	\$ 500.00	\$ 50.00		11.11%
1-4-2000-1325 FD - Dispatch	\$ 2,600.00	\$ 3,043.00	\$ 3,600.00	\$ 1,000.00		38.46%
1-4-2000-2010 FD - Materials/Supplies	\$ 1,500.00	\$ 2,672.00	\$ 2,500.00	\$ 1,000.00		66.67%
1-4-2000-2020 FD - Maintenance-Inter 92 Tanker-S/R	\$ 1,500.00	\$ 1,484.00	\$ 2,000.00	\$ 500.00		33.33%
1-4-2000-2024 FD - Heating Fuel	\$ 6,000.00	\$ 3,372.00	\$ 6,000.00	\$ -		0.00%
1-4-2000-2025 FD - 2005 Pumper	\$ 1,500.00	\$ 1,407.00	\$ 2,000.00	\$ 500.00		33.33%
1-4-2000-2027 FD - F700 Rapid Attack	\$ 1,500.00	\$ 1,858.00	\$ 2,000.00	\$ 500.00		33.33%
1-4-2000-2028 FD - ALF Heavy Rescue		\$ -	\$ -	\$ -		#DIV/0!
1-4-2000-2030 FD - Hydro	\$ 3,500.00	\$ 3,612.00	\$ 4,000.00	\$ 500.00		14.29%
1-4-2000-2040 FD - Water/Sewer	\$ 1,402.00	\$ 1,402.00	\$ 1,500.00	\$ 98.00		6.99%
1-4-2000-2050 FD - Telephone	\$ 2,200.00	\$ 2,631.00	\$ 2,800.00	\$ 600.00		27.27%
1-4-2000-2079 FD - PW VEHICLE #2	\$ 500.00			-\$ 500.00		-100.00%
1-4-2000-2120 FD - Office Supplies	\$ 50.00	\$ -	\$ 100.00	\$ 50.00		100.00%
1-4-2000-2150 FD - Internet Charges	\$ 1,343.00	\$ 1,344.10	\$ 1,500.00	\$ 157.00		11.69%
1-4-2000-2400 FD - Repairs & Maintenance	\$ 800.00	\$ 383.00	\$ 1,000.00	\$ 200.00		25.00%
1-4-2000-2450 FD - Protective Gear	\$ 3,000.00	\$ 1,524.00	\$ 3,000.00	\$ -		0.00%
1-4-2000-4010 FD - Forest Fire Management	\$ 1,721.00	\$ 1,722.00	\$ 1,800.00	\$ 79.00		4.59%
1-4-2000-4020 FD - Insurance	\$ 21,718.00	\$ 22,456.00	\$ 24,912.00	\$ 3,194.00		14.71%
1-4-2000-4025 FD - Audit	\$ 2,711.00			-\$ 2,711.00		-100.00%
1-4-2000-4030 FD - Licenses	\$ 1,300.00		\$ 1,300.00	\$ -		0.00%
1-4-2000-5010 FD - Miscellaneous	\$ 1,000.00		\$ 1,500.00	\$ 500.00		50.00%
Amortization Expense				\$ -		0.00%
1-4-2000-7130 FD - Equipment Repairs	\$ 500.00	\$ 270.00	\$ 500.00	\$ -		0.00%
1-4-2000-7140 FD - Building & Lot Maintenance	\$ 500.00	\$ 638.00	\$ 500.00	\$ -		0.00%
1-4-2000-7210 FD - Fire Prevention	\$ 500.00	\$ -	\$ 500.00	\$ -		0.00%
1-4-2000-9000 FD - Transfer t Reserves	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -		100.00%
Fire Department	\$ 104,339.00	\$ 100,906.10	\$ 126,912.00	\$ 22,573.00		21.63%
1-3-2100-7200 CBO - Building Permits	-\$ 16,000.00	-\$ 22,940.00	-\$ 16,000.00	\$ -		0.00%
1-3-2100-7810 CBO - Compliance Certificates	-\$ 250.00	-\$ 60.00	\$ 100.00	\$ 350.00		-140.00%
1-4-2100-1010 CBO - Wages	\$ 6,228.00	\$ 1,398.00		-\$ 6,228.00		-100.00%
1-4-2100-1110 CBO - Benefits	\$ 1,349.00	\$ 362.00		-\$ 1,349.00		-100.00%
1-4-2100-1225 CBO - CBO Contract	\$ 13,500.00	\$ 9,393.00	\$ 16,000.00	\$ 2,500.00		18.52%
1-4-2100-4020 CBO - Insurance	\$ 528.00	\$ 500.00		-\$ 528.00		-100.00%
1-4-2100-4025 CBO - Audit	\$ 374.00			-\$ 374.00		-100.00%
1-4-2100-9000 CBO - Transfer to Reserves		\$ 11,287.00				
Building Department	\$ 5,729.00	-\$ 60.00	\$ 100.00	-\$ 5,629.00		-98.25%
1-3-2200-7230 BLEO - Miscellaneous	-\$ 900.00	-\$ 865.00	-\$ 900.00	\$ -		0.00%
1-4-2200-1010 BLEO - Wages	\$ 8,175.00	\$ 7,748.00	\$ 8,000.00	-\$ 175.00		-2.14%
1-4-2200-1110 BLEO - Benefits	\$ 1,334.00	\$ 1,075.00	\$ 1,000.00	-\$ 334.00		-25.04%
1-4-2200-1200 BLEO - Travel	\$ 500.00	\$ -	\$ 500.00	\$ -		0.00%
1-4-2200-1300 BLEO - Seminars & Workshops	\$ 500.00	\$ -	\$ 500.00	\$ -		0.00%
1-4-2200-2010 BLEO - Materials/Supplies	\$ 500.00	\$ 554.00	\$ 500.00	\$ -		0.00%
1-4-2200-1210 BLEO - Enforcement Officer	\$ -	\$ -	\$ -	\$ -		0.00%
1-4-2200-1230 BLEO - Animal Control	\$ -	\$ 12.00	\$ -	\$ -		0.00%
1-4-2200-4020 BLEO - Insurance	\$ 747.00	\$ 707.00		-\$ 747.00		-100.00%
1-4-2200-4025 BLEO - Audit	\$ 526.00			-\$ 526.00		-100.00%
1-4-2200-5010 BLEO - Miscellaneous	\$ -	\$ 630.00	\$ -	\$ -		0.00%
By-Law Department	\$ 11,382.00	\$ 9,861.00	\$ 9,600.00	-\$ 1,782.00		-15.66%

1-3-2300-7204 ROADS - Provincial Grants	\$ -	\$ -	\$ -	\$ -	0.00%
1-3-2300-7230 RD - Miscellaneous	-\$ 200.00	-\$ 200.00	-\$ 200.00	\$ -	0.00%
1-4-2300-1010 RD - Wages	\$ 25,846.00	\$ 35,443.00	\$ 55,000.00	\$ 29,154.00	112.80%
1-4-2300-1110 RD - Benefits	\$ 8,637.00	\$ 9,346.00	\$ 14,500.00	\$ 5,863.00	67.88%
1-4-2300-1235 RDS - Winter Maintenance	\$ 2,000.00	\$ 376.00		-\$ 2,000.00	-100.00%
1-4-2300-1300 RD - Seminars/Workshop	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	0.00%
1-4-2300-1320 RD - Memberships	\$ 850.00	\$ 875.00	\$ 1,000.00	\$ 150.00	17.65%
1-4-2300-2010 RD - Materials/Supplies	\$ 5,000.00	\$ 2,323.00	\$ 4,500.00	-\$ 500.00	-10.00%
1-4-2300-2024 RD - Propane	\$ 2,600.00	\$ 2,101.00	\$ 2,500.00	-\$ 100.00	-3.85%
1-4-2300-2030 RD - Hydro	\$ 1,300.00	\$ 1,446.00	\$ 1,500.00	\$ 200.00	15.38%
1-4-2300-2035 RD - Delivery Charges	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-2300-2060 RD - Bridges & Culverts	\$ 2,500.00	\$ 9,032.00	\$ 2,500.00	\$ -	0.00%
1-4-2300-2062 RD - Ditching	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	0.00%
1-4-2300-2063 RD - Patching	\$ 2,500.00	\$ 3,726.00	\$ 4,000.00	\$ 1,500.00	60.00%
1-4-2300-2064 RD - Sweeping	\$ 1,000.00	\$ 1,516.00	\$ 1,500.00	\$ 500.00	50.00%
1-4-2300-2065 RD - Shoulder Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	0.00%
1-4-2300-2066 RD - Resurfacing/Grading	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	0.00%
1-4-2300-2068 RD - Culvert Thawing	\$ 1,500.00	\$ 28.00	\$ 1,000.00	-\$ 500.00	-33.33%
1-4-2300-2069 RD - Safety Devices	\$ 500.00	\$ 25.00	\$ 500.00	\$ -	0.00%
1-4-2300-2075 RD - Sanding & Salting	\$ 12,000.00	\$ 9,617.00	\$ 12,000.00	\$ -	0.00%
1-4-2300-2077 RD - John Deere Backhoe	\$ 5,000.00	\$ 1,031.00	\$ 5,000.00	\$ -	0.00%
1-4-2300-2078 RD - Yellow Plow Truck 2002	\$ 10,000.00	\$ 3,170.00	\$ 10,000.00	\$ -	0.00%
1-4-2300-2079 RD - P.W. VEHICLE #2	\$ 7,200.00	\$ 12,832.00	\$ 10,000.00	\$ 2,800.00	38.89%
1-4-2300-2081 RD - P.W. Vehicle	\$ 1,000.00	\$ 10,130.00	\$ 1,000.00	\$ -	0.00%
1-4-2300-4020 RD - Insurance	\$ 8,571.00	\$ 8,115.00	\$ 9,428.00	\$ 857.00	10.00%
1-4-2300-4025 RD - Audit	\$ 4,407.00			-\$ 4,407.00	-100.00%
1-4-2300-4030 RD - License/Permits	\$ 1,300.00	\$ 1,620.00	\$ 1,800.00	\$ 500.00	38.46%
1-4-2300-5010 RD - Miscellaneous	\$ -	\$ 690.00	\$ 1,000.00	\$ 1,000.00	0.00%
Amortization Expense					
1-4-2300-7130 RD - Equipment Repairs	\$ 250.00	\$ 2,575.00	\$ 2,000.00	\$ 1,750.00	700.00%
1-4-2300-7140 RD - Building & Lot Maintenance	\$ -	\$ 1,366.00	\$ 1,500.00	\$ 1,500.00	0.00%
1-4-2300-9000 RD - Transfer to Reserves	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-2310-2030 F - Street Lighting Hydro	\$ 3,800.00	\$ 3,809.00	\$ 4,000.00	\$ 200.00	5.26%
1-4-2310-7130 F - Equipment Maintenance	\$ 2,000.00	\$ 2,256.00	\$ 3,000.00	\$ 1,000.00	50.00%
Roads/Street Light Department	\$ 115,561.00	\$ 123,248.00	\$ 155,028.00	\$ 39,467.00	34.15%
1-3-2500-5300 POL - Provincial Offences Fines	-\$ 600.00	\$ -	-\$ 600.00	\$ -	0.00%
1-3-2500-7205 POL - Provincial Grants - R.I.D.E.	-\$ 5,516.00	-\$ 6,435.00		\$ 5,516.00	-100.00%
1-4-2500-1010 POL - Salaries	\$ 2,806.00	\$ 5,592.00		-\$ 2,806.00	-100.00%
1-4-2500-1110 POL - Benefits	\$ 607.00	\$ 1,449.00		-\$ 607.00	-100.00%
1-4-2500-1220 POL - Policing	\$ 116,580.00	\$ 118,012.00	\$ 119,165.00	\$ 2,585.00	2.22%
1-4-2500-2800 POL - R.I.D.E. Program	\$ 6,500.00	\$ 6,435.00		-\$ 6,500.00	-100.00%
Police Department	\$ 120,377.00	\$ 125,053.00	\$ 118,565.00	-\$ 1,812.00	-1.51%

1-3-4020-7204 LF - PROVINCIAL GRANTS	\$ -	\$ -	\$ -	\$ -	0.00%
1-3-4020-7230 LF - Miscellaneous	-\$ 15,000.00	-\$ 17,291.00	-\$ 17,000.00	-\$ 2,000.00	13.33%
1-4-4020-1010 LF - Wages	\$ 20,197.00	\$ 19,457.00	\$ 13,000.00	-\$ 7,197.00	-35.63%
1-4-4020-1110 LF - Benefits	\$ 3,361.00	\$ 2,928.00	\$ 2,600.00	-\$ 761.00	-22.64%
1-4-4020-1240 LF - Garbage Collection	\$ 48,151.00	\$ 52,991.00	\$ 55,000.00	\$ 6,849.00	14.22%
1-4-4020-1250 LF - Garbage Compaction & Burial	\$ 7,800.00	\$ 4,254.00	\$ 5,000.00	-\$ 2,800.00	-35.90%
1-4-4020-1300 LF - Seminars/Workshops	\$ 500.00	\$ -	\$ 500.00	\$ -	100.00%
1-4-4020-2010 LF - Materials/Supplies	\$ 1,000.00	\$ 2,837.00	\$ 1,000.00	\$ -	0.00%
1-4-4020-2030 LF - Hydro	\$ 700.00	\$ 694.00	\$ 800.00	\$ 100.00	14.29%
1-4-4020-2079 LF - PW VEHICLE #2	\$ 500.00			-\$ 500.00	-100.00%
1-4-4020-2310 LF - Environmental 3R's	\$ 750.00	\$ 823.00	\$ 1,000.00	\$ 250.00	100.00%
1-4-4020-2320 LF - Monitoring/Reporting	\$ 70,000.00	\$ 34,522.00	\$ 40,000.00	-\$ 30,000.00	-42.86%
1-4-4020-2400 LF - Repairs & Maintenance	\$ 1,000.00	\$ 352.00	\$ 1,000.00	\$ -	0.00%
1-4-4020-4020 LF - Insurance	\$ 6,708.00	\$ 6,351.00	\$ 6,708.00	\$ -	0.00%
1-4-4020-4025 LF - Audit	\$ 3,391.00			-\$ 3,391.00	-100.00%
1-4-4020-5010 LF - Miscellaneous	\$ 100.00	\$ -	\$ 100.00	\$ -	0.00%
Amortization Expense					
1-4-4020-7130 LF - Equipment Repairs	\$ 3,500.00	\$ 3,688.00	\$ 3,500.00	\$ -	0.00%
1-4-4020-7140 LF - Building & Lot Maintenance	\$ 2,000.00	\$ 1,600.00	\$ 2,000.00	\$ -	0.00%
1-4-4020-7160 LF - Closure/Post Closure Exp					
1-4-4020-9000 LF - Transfer to Reserves	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
Landfill Department	\$ 174,658.00	\$ 133,206.00	\$ 135,208.00	-\$ 39,450.00	-22.59%
1-4-5000-2325 HSS - Social Assistance	\$ 342,600.00	\$ 335,477.00	\$ 376,860.00	\$ 34,260.00	10.00%
1-4-5000-2328 HSS - Ambulance	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-5000-2330 HSS - Public Health	\$ 22,546.00	\$ 22,761.00	\$ 25,037.00	\$ 2,491.00	11.05%
1-4-5000-2335 HSS-Dr. Recruitment	\$ 6,000.00	\$ 5,830.00	\$ 6,100.00	\$ 100.00	1.67%
1-4-5000-7230 HSS - Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
Amortization Expense					
Health/Social Services	\$ 371,146.00	\$ 364,068.00	\$ 407,997.00	\$ 36,851.00	9.93%

1-3-7010-7202 REC - Federal Grants	-\$ 6,300.00	-\$ 4,989.00	-\$ 6,300.00	\$ -	0.00%
1-3-7010-7204 REC - Provincial Grants	-\$ 2,007.00	-\$ 2,007.00	-\$ 2,007.00	\$ -	0.00%
1-3-7010-7500 REC- Recreation Committee Revenue	-\$ 3,000.00	-\$ 4,325.00	-\$ 3,000.00	\$ -	0.00%
1-4-7010-1010 REC - Wages	\$ 64,124.00	\$ 41,912.00	\$ 55,000.00	-\$ 9,124.00	-14.23%
1-4-7010-1110 REC - Benefits	\$ 12,489.00	\$ 11,266.00	\$ 14,500.00	\$ 2,011.00	16.10%
1-4-7010-1300 REC - Seminars & Workshops	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0.00%
1-4-7010-2010 REC - Materials/Supplies	\$ 3,000.00	\$ 71.00	\$ 2,500.00	-\$ 500.00	-16.67%
1-4-7010-2030 REC - Hydro	\$ 2,100.00	\$ 2,542.00	\$ 3,000.00	\$ 900.00	42.86%
1-4-7010-2050 REC - Telephone	\$ 687.00	\$ 687.00	\$ 700.00	\$ 13.00	1.89%
1-4-7010-2079 REC - PW VEHICLE #2	\$ 5,700.00	\$ 2,302.00	\$ 3,000.00	-\$ 2,700.00	-47.37%
1-4-7010-2081 REC - P.W.VEHICL	\$ 3,900.00	\$ 356.00	\$ 500.00	-\$ 3,400.00	-87.18%
1-4-7010-2090 REC - Rinks Maintenance	\$ 500.00			-\$ 500.00	-100.00%
1-4-7010-2091 REC - Parks Maintenance	\$ 2,000.00	\$ 4,287.00	\$ 5,000.00	\$ 3,000.00	150.00%
1-4-7010-2092 REC - Trails Maintenance	\$ 1,000.00	\$ -		-\$ 1,000.00	-100.00%
1-4-7010-2093 REC - Docks Maintenance	\$ 1,000.00	\$ 785.00	\$ 1,000.00	\$ -	0.00%
1-4-7010-2120 REC - Office Supplies	\$ 50.00	\$ -	\$ 50.00	\$ -	0.00%
1-4-7010-2300 REC - Advertising	\$ 350.00	\$ 331.00	\$ 350.00	\$ -	0.00%
1-4-7010-2400 REC - Repairs & Maintenance	\$ 1,000.00	\$ 572.35	\$ 1,000.00	\$ -	0.00%
1-4-7010-2450 REC - Protective Gear	\$ 200.00		\$ 200.00	\$ -	0.00%
1-4-7010-4020 REC - Insurance	\$ 14,258.00	\$ 13,500.00	\$ 15,684.00	\$ 1,426.00	10.00%
1-4-7010-4025 REC - Audit	\$ 1,695.00			-\$ 1,695.00	-100.00%
1-4-7010-4030 REC - Licenses & Permits		\$ -	\$ -	\$ -	#DIV/0!
1-4-7010-4060 REC - Library Contribution	\$ 2,007.00	\$ 2,007.00	\$ 2,007.00	\$ -	0.00%
1-4-7010-5010 REC - Miscellaneous	\$ 700.00	\$ 990.00	\$ 1,000.00	\$ 300.00	42.86%
Amortization Expense					
1-4-7010-7130 REC - Equipment Repairs	\$ 750.00	\$ 771.00	\$ 1,000.00	\$ 250.00	33.33%
1-4-7010-7500 REC - Recreation Committee	\$ 4,000.00	\$ 4,229.00	\$ 4,000.00	\$ -	0.00%
Recreation Department	\$ 110,703.00	\$ 75,787.35	\$ 99,684.00	-\$ 11,019.00	-9.95%
1-3-8010-7230 PLN - Miscellaneous		\$ -	\$ -	\$ -	#DIV/0!
1-3-8010-7816 PLN - OP/Zoning Amendments		\$ -	\$ -	\$ -	#DIV/0!
1-4-8010-1010 PLN - Wages	\$ 11,841.00	\$ 8,388.00		-\$ 11,841.00	-100.00%
1-4-8010-1110 PLN - Benefits	\$ 2,563.00	\$ 2,174.00		-\$ 2,563.00	-100.00%
1-4-8010-1300 PLN - Seminars & Workshops	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-8010-2010 PLN - Materials/Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-8010-2095 PLN - Newsletter	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-8010-2300 PLN - Advertising	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-8010-4020 PLN - Insurance	\$ 698.00	\$ 661.00		-\$ 698.00	-100.00%
1-4-8010-4025 PLN - Audit	\$ 379.00			-\$ 379.00	-100.00%
1-4-8010-5010 PLN - Miscellaneous		\$ 76.00	\$ -	\$ -	#DIV/0!
From Reserves - Offical Plan			-\$ 10,000.00		
1-4-8010-7810 PLN - Professional Fees	\$ 14,000.00	\$ 4,959.00	\$ 14,000.00	\$ -	0.00%
Planning Department	\$ 29,481.00	\$ 16,258.00	\$ 4,000.00	-\$ 25,481.00	-86.43%
1-4-8020-1010 TELE - Wages	\$ 1,437.00	\$ 1,398.00		-\$ 1,437.00	-100.00%
1-4-8020-1110 TELE - Benefits	\$ 311.00	\$ 362.00		-\$ 311.00	-100.00%
1-4-8020-2150 TELE - Internet Charges	\$ 5,420.00	\$ 4,221.00		-\$ 5,420.00	-100.00%
1-4-8020-4020 TELE - Insurance	\$ 105.00	\$ 99.00		-\$ 105.00	-100.00%
1-4-8020-4025 TELE - Audit	\$ 76.00			-\$ 76.00	-100.00%
Telecommunications	\$ 7,349.00	\$ 6,080.00	\$ -	-\$ 7,349.00	-100.00%

1-3-8030-7230 INFO - Miscellaneous	-\$ 2,500.00	-\$ 1,760.00	-\$ 2,500.00	\$ -	0.00%
1-3-8030-8015 INFO - Tourist Info Centre (EL Share)	-\$ 6,000.00	-\$ 6,000.00	-\$ 6,000.00	\$ -	0.00%
1-4-8030-1010 INFO - Wages	\$ 1,814.00	\$ 1,398.00		-\$ 1,814.00	-100.00%
1-4-8030-1110 INFO - Benefits	\$ 392.00	\$ 362.00		-\$ 392.00	-100.00%
1-4-8030-2030 INFO - Hydro	\$ 2,500.00	\$ 1,760.00	\$ 2,500.00	\$ -	0.00%
1-4-8030-2079 INFO - PW VEHICLE #2	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-8030-4020 INFO - Insurance	\$ 4,784.00	\$ 4,510.00	\$ 5,240.00	\$ 476.00	9.99%
1-4-8030-4025 INFO - Audit	\$ 25.00			-\$ 25.00	-100.00%
Amortization Expense					
1-4-8030-7140 INFO - Building & Lot Maintenance	\$ -	\$ -	\$ 760.00	\$ 760.00	0.00%
Tourist Information Centre (Deer Trail)	\$ 995.00	\$ 270.00	\$ -	-\$ 995.00	-100.00%
1-3-8040-4900 WTR - Water Revenues	-\$ 45,733.00	-\$ 48,611.00	-\$ 50,069.00	-\$ 4,336.00	9.48%
1-3-8040-4940 WTR - Connection Fees	-\$ 60.00	-\$ 120.00	-\$ 60.00	\$ -	0.00%
1-3-8040-7130 Penalties & Interest - SR	-\$ 500.00	-\$ 1,116.00		\$ 500.00	-100.00%
1-3-8040-7255 SRW - Trans fr Reserves/Res Fund	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-8040-1010 SRW-Wages	\$ 19,886.00	\$ 12,374.00		-\$ 19,886.00	-100.00%
1-4-8040-1110 SRW - Benefits	\$ 4,979.00	\$ 3,667.00		-\$ 4,979.00	-100.00%
1-4-8040-1260 SRW - Plant Operations	\$ 56,631.00	\$ 56,631.00	\$ 57,764.00	\$ 1,133.00	2.00%
1-4-8040-1300 SRW - Seminars/Workshops	\$ 500.00	\$ 114.00	\$ 500.00	\$ -	0.00%
1-4-8040-2010 SRW - Materials/Supplies	\$ -	\$ 69.00	\$ 100.00	\$ 100.00	0.00%
1-4-8040-2024 SRW - Propane	\$ 350.00	\$ 130.00	\$ 250.00	-\$ 100.00	-28.57%
1-4-8040-2030 SRW - Hydro	\$ 13,800.00	\$ 15,734.00	\$ 17,500.00	\$ 3,700.00	26.81%
1-4-8040-2050 SRW - Telephone	\$ 1,400.00	\$ 1,361.00	\$ 1,500.00	\$ 100.00	7.14%
1-4-8040-2079 SRW - PW VEHICLE #2	\$ 415.00			-\$ 415.00	-100.00%
1-4-8040-2165 SRW - Pipes & Connections	\$ 10,000.00	\$ 1,904.00	\$ 5,000.00	-\$ 5,000.00	-50.00%
1-4-8040-4020 W-DEL - Insurance	\$ 3,768.00	\$ 3,568.00	\$ 4,147.00	\$ 379.00	10.06%
1-4-8040-4025 SRW - Audit	\$ 3,120.00			-\$ 3,120.00	-100.00%
1-4-8040-4030 SRW -license & Permits	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-8040-4040 SRW - Bank Charges	\$ 1,200.00	\$ 1,131.00	\$ 1,200.00	\$ -	0.00%
1-4-8040-4080 SRW - Discounts to Users	\$ 900.00	\$ 763.00		-\$ 900.00	-100.00%
1-4-8040-5010 SRW - Miscellaneous	\$ 300.00	\$ 561.00	\$ 600.00	\$ 300.00	100.00%
Amortization Expense					
1-4-8040-7130 SRW - Equipment Maintenance	\$ 500.00		\$ 500.00	\$ -	0.00%
1-4-8040-7140 SRW - Building & Lot Maintenance	\$ 300.00	\$ 81.00	\$ 300.00	\$ -	0.00%
Serpent River Water	\$ 71,756.00	\$ 48,141.00	\$ 39,232.00	-\$ 32,524.00	-45.33%

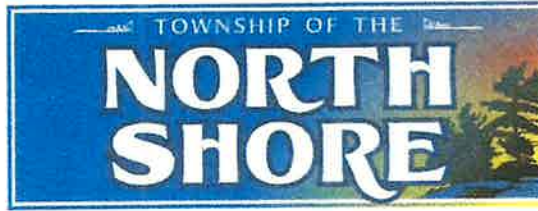
1-3-8050-4900 WTR - Water Revenues	-\$ 27,428.00	-\$ 27,256.00	-\$ 28,251.00	-\$ 823.00	3.00%
1-3-8050-4940 WTR - Connection Fees		\$ -	\$ -	\$ -	#DIV/0!
1-3-8050-7130 Penalties & Interest - PE	-\$ 200.00	-\$ 714.00		\$ 200.00	-100.00%
1-3-8050-7204 Provincial Grants			\$ -	\$ -	0.00%
1-3-8051-4910 SEWR - Sewer Revenues	-\$ 7,343.00	-\$ 7,277.00	-\$ 7,563.00	-\$ 220.00	3.00%
1-4-8050-1010 PEW -Wages	\$ 19,886.00	\$ 12,374.00		-\$ 19,886.00	-100.00%
1-4-8050-1110 PEW - Benefits	\$ 4,979.00	\$ 3,078.00		-\$ 4,979.00	-100.00%
1-4-8050-1260 PEW - Contracts	\$ 64,560.00	\$ 64,559.00	\$ 65,851.00	\$ 1,291.00	2.00%
1-4-8050-1300 PEW - Seminars/Workshops	\$ 500.00	\$ 298.00	\$ 500.00	\$ -	0.00%
1-4-8050-2024 PEW- Propane	\$ 380.00	\$ 76.00	\$ 380.00	\$ -	0.00%
1-4-8050-2030 PEW - Hydro	\$ 12,000.00	\$ 9,657.00	\$ 12,000.00	\$ -	0.00%
1-4-8050-2050 PEW - Telephone	\$ 2,500.00	\$ 2,542.00	\$ 2,800.00	\$ 300.00	12.00%
1-4-8050-2079 PEW - PW VEHICLE #2	\$ 415.00	\$ -		-\$ 415.00	-100.00%
1-4-8050-2165 PEW - Pipes & Connections	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	100.00%
1-4-8050-4020 PEW - Insurance	\$ 4,630.00	\$ 4,383.00	\$ 5,093.00	\$ 463.00	10.00%
1-4-8050-4025 PEW - Audit	\$ 2,542.00			-\$ 2,542.00	-100.00%
1-4-8050-4030 PEW - Licenses & Permits	\$ 200.00		\$ 200.00	\$ -	0.00%
1-4-8050-4040 PEW - Bank Charges	\$ 1,200.00	\$ 1,217.00	\$ 1,200.00	\$ -	0.00%
1-4-8050-4080 PEW - Discount to Users	\$ 640.00			-\$ 640.00	-100.00%
1-4-8050-5010 PEW- Miscellaneous	\$ 200.00	\$ 2,169.00	\$ 2,000.00	\$ 1,800.00	900.00%
Amortization Expense					
1-4-8050-7130 PEW - Equipment Maintenance		\$ -	\$ -	\$ -	#DIV/0!
1-4-8050-7140 PEW - Building & Lot Maintenance	\$ 500.00	\$ 81.00	\$ 500.00	\$ -	0.00%
1-4-8051-1260 PEW - Sewer Contract	\$ 20,387.00	\$ 20,387.00	\$ 20,795.00	\$ 408.00	2.00%
Amortization Expense					
Pronto East Water/Sewer	\$ 102,548.00	\$ 85,574.00	\$ 77,505.00	-\$ 25,043.00	-24.42%
1-3-8060-7135 CEM - Interest on Investments	\$ -	\$ -	\$ -	\$ -	0.00%
1-3-8060-7230 CEM - Miscellaneous	-\$ 500.00	-\$ 950.00	-\$ 500.00	\$ -	0.00%
1-3-8060-7255 CEM - Transfer from Reserve	-\$ 2,500.00	\$ -		\$ 2,500.00	-100.00%
1-3-8060-7500 CEM - Cemetery Plot Sales	-\$ 870.00	-\$ 4,683.00	-\$ 1,000.00	-\$ 130.00	14.94%
1-4-8060-1010 CEM - Wages	\$ 2,844.00	\$ 2,356.00		-\$ 2,844.00	-100.00%
1-4-8060-1110 CEM - Benefits	\$ 684.00	\$ 622.00		-\$ 684.00	-100.00%
1-4-8060-1300 CEM - Courses/Seminars	\$ -	\$ -	\$ -	\$ -	0.00%
1-4-8060-2010 CEM - Materials/Supplies	\$ 500.00	\$ 254.00	\$ 500.00	\$ -	0.00%
1-4-8060-2079 CEM - PW VEHICLE #2	\$ 300.00	\$ -		-\$ 300.00	-100.00%
1-4-8060-3010 CEM - Equipment Rentals	\$ 500.00	\$ -	\$ 300.00	-\$ 200.00	-40.00%
1-4-8060-4020 CEM - Insurance	\$ 950.00	\$ 899.00	\$ 1,045.00	\$ 95.00	10.00%
1-4-8060-4025 CEM - Audit	\$ 118.00			-\$ 118.00	-100.00%
1-4-8060-7140 CEM - Building & Lot Maintenance	\$ 2,500.00	\$ 2,752.00	\$ 2,000.00	-\$ 500.00	-20.00%
Cemetery Department	\$ 4,526.00	\$ 1,250.00	\$ 2,345.00	-\$ 2,181.00	-48.19%

2025 DRAFT OPERATING LEVY: \$ 1,202,362.00

2024 Approved Operating Levy: \$ 1,168,476.00

Difference (from 2024 to 2025): \$ 33,886.00

7d



Prepared February 12, 2025

For Council meeting of February 18, 2025

Council Report

SUBJECT: DRAFT CAPITAL BUDGET

RECOMMENDATIONS:

- 1. THAT the Budget Planning Report be received with direction provided as appropriate.**

Information

Attached to this report is the draft capital budget for 2025 that was prepared for Council's consideration and deliberation. This report provides some text to the amounts and the methodology used in creating the 2025 draft capital budget.

As previously reported to Council, this year the NORDS funding needs to be spent. Any unspent funds at the end of March 2026 are to be returned to the Province and they are better spent in the Township. This budget proposes to use these funds for culvert replacement projects as the initial phase for road reconstruction. Any funds remaining would be used for ditching, again as part of larger construction projects.

Canada Community Benefit Fund (CCBF) or the former Federal Gas Tax program funds have been proposed for improvement and rehabilitation of the Pedestrian Trails and Bridge in the Lauzon Village area.

As well, although we are participating in AMP3.0 which provides some free consulting time related to our asset management plan, any additional costs can be funded through use of CCBF funds.

The Landfill Expansion project is ongoing. Under the SCF program, these costs are split evenly between Canada, Ontario and the Township. According to the Transfer Payment Agreement, we are not able to 'stack' funding, that is used another federal or provincial program to pay any of the municipal share.

The latest update we received in December indicated that the report supporting our application should be in the hands of the Ministry of Environment, Conservation and Parks in the first half of 2025.

The ICIP Green Stream was approved to upgrade both the Serpent River Water Treatment Plant and the Pronto East Water Treatment Plant. Council may recall that the Walkerton Clean Water Center is performing procedures to test solutions for the

Treatment Plant in Serpent River and through SSMPUC, there is engineering work proposed to configure UV Filters appropriately in the Pronto East Treatment Plant.

These costs are funded 40% by Canada, 33.33% by Ontario with the remaining 26.67%. Unlike the SCF program, it appears that we can 'stack' this program and previous budgets have identified the municipal share to be paid from the OCIF funds.

The last funded project is the Community War Memorial. Funding was applied for in the fall of 2024 and while we have not yet received an answer, this program funds eligible costs at the 50% level.

Lease/Debt payments for the Dozer and the 1-Ton are funded through a reserve transfer accounted for separately from other reserve transfers.

Projects where there is no federal or provincial funding programs include the computer system, bunker suits, fire communications upgrade, the meeting management software, lighting for the Serpent River mailbox area, two streetlight replacements (with new poles), and finishing parkette upgrades in one location.

Including the municipal share of funded programs that cannot be funded otherwise, the total amount proposed to be funded through reserves is \$120,000.

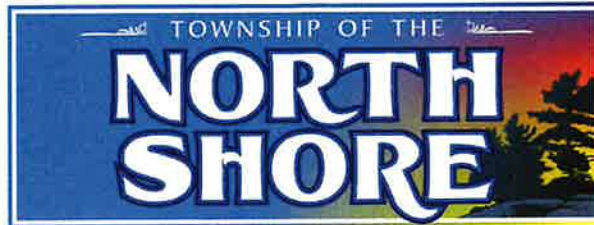
Presently, the Computer System, Landfill Expansion, and water plant upgrades have been previously approved. It may be appropriate for Council to approve culvert replacement so work can begin to finalize estimates and receive bids. It may also be appropriate, given the size of the project, to engage a contract administrator to ensure this project moves forward with all due haste.

Respectively Submitted
Craig Davidson
Interim Treasurer

TOWNSHIP OF THE NORTH SHORE
2025 CAPITAL WORKSHEET

FUNCTION		CAPITAL		
YEAR		2024		
ACCOUNT #	DESCRIPTION	Budget 2024	Actual 2024	2025 Forecast
EXPENSES:				
1-4-1200-8000	Administration SR Mail Area upgrade Asset Management Planning (over an above AMP3.0) Meeting Management Software Computer System			6,000 15,000 12,000 30,000 63,000
		-	-	-
1-4-2000-8000	Fire Dept. - Communication System Upgrades - Bunker Gear (2 sets)	15,000 5,000	5,397	15,000 6,000 21,000
		20,000	5,397	21,000
1-4-2300-8000	Roads Streetlight and Pole, Sunnyside Drive, Algoma Mills - Lauzon Village Road - Wagoosh Road - Riverview Road Rehabilitation (Only first 1.13km of the 3.4km - West Side) - 2023 Truck (Fully Capitalized - Represents 2023 Cash Flow) - Backhoe: Major Repairs & Maintenance - Yellow Plow Truck: Major Repairs & Maintenance	4,500 50,000 18,397 10,000 82,000	 50,059 18,397 82,934	18,000 75,000 100,000 142,500 18,397 353,897
		164,897	151,390	353,897
1-4-4020-8000	Landfill - Project #60526314 (Landfill Vertical Expansion & Interim Monitoring Program) - Dozer (Fully Capitalized - Financed from 2021-2026: Represents 2023 Cash Flow)	40,000 39,991	47,518 39,991	60,000 39,991 99,991
		79,991	87,509	99,991
1-4-8050-8000	Pronto East Water/Sewage - Water System Optimization	63,000	21,005	63,000
		63,000	21,005	63,000
1-4-8040-8000	Serpent River Water - Upgrades (Other) - Water System Optimization (including HAA situation)	6,055 35,747	10,091 13,164	84,000 84,000
		41,802	23,255	84,000
1-4-8060-8000	Cemetery - Community War Memorial	7,500		18,000
		7,500	-	18,000
1-4-7010-8000	Recreation Parkette Upgrade - Gazebo, Picnic Table, Deck Pedestrial Trail - Bridge Major Maintenance	5,000	1,034	4,000 20,000 24,000
		5,000	1,034	24,000
	Total Capital Costs	382,190	289,590	726,888
REVENUES:				
	ICIP - Covid Stream - Government Intake Grant - Serpent River Water Treatment Plant Upgrades (Including Generator)	(6,055)	(9,588)	
	ICIP - Green Stream (Total Eligible Expenditures of \$831,250 - Expired March 31, 2028) - Serpent River & Pronto East Water Treatment Plant Optimizations	(72,411)	(25,056)	(107,795)
	2025 Federal Gas Tax (Canada Community-Building Fund) - Riverview Road Rehabilitation - AMP - Trail/Pedestrial Bridge	(73,500)	(50,059)	(15,000) (20,000)
	2025 OCIF Grant - Water Treatment Plant Upgrades (Township Portion of 26.67%)	(26,336)	(9,113)	(39,205)
	SCF Grant (Landfill Expansion Project)	(16,500)	(31,678)	(40,000)
	NORDS - Culvert Replacement			(317,500)
	Community War Memorial Fund			(9,000)
	Capital Purchases of Assets that have already been Fully Capitalized:	(58,388)	(58,388)	(58,388)
	Capital Purchases Funded by Township Reserves:	(129,000)	(105,708)	(120,000)
		0	-	-

7e



February 13, 2025

Meeting of February 18, 2025

Council Report

SUBJECT: Integrity Commissioner Inquiry Protocol

RECOMMENDATION: That Council receive the staff report as presented for consideration, that Council direct the Clerk to research the Integrity Commissioner Inquiry Protocol documents of other Municipalities, compiling the findings into a Draft document, and that Council direct the Clerk to bring the Draft document to Council for their review and approval at a future meeting.

The Township of The North Shore Integrity Commissioner Inquiry Protocol was created by Wishart Law Firm LLP and adopted by the Township of The North Shore on October 3, 2018 (attached to report).

There have been several comments made, and concerns raised regarding the Integrity Commissioner Inquiry Protocol lately and that it should be amended.

The current Integrity Commissioner Inquiry Protocol, for example, does not include:

- A suggested timeline for each step in the Complaint Process, or a timeline to complete the Complaint Process as a whole.
- Wording specifically regarding the Municipal Conflict of Interest Act
- A breakdown or specific explanation of each step the Integrity Commissioner takes in the Inquiry process

There are many Municipalities within the Province of Ontario that have an Integrity Commissioner Inquiry Protocol that has not been created by Wishart Law Firm LLP, including but not limited to:

- The Town of Lakeshore
- Township of Russell
- City of Kenora
- Township of Otonabee-South Monaghan
- The Town of Blue Mountains
- County of Frontenac

In order to be up to date on legislation, and to ensure that all topics are covered within the Integrity Commissioner Inquiry Protocol, it is recommended that Council direct the Clerk to start the process of updating the document.

Prepared and Submitted by: Rachel Jean Schneider, Municipal Clerk/Deputy Treasurer



Integrity Commissioner Inquiry Protocol

Township of the North Shore

Important Disclaimer: this protocol complies with the relevant provisions of the *Municipal Act, 2001*, SO 2001, c 25 (the “Act”). Wishart Law Firm LLP recommends that legal advice be sought by the Integrity Commissioner or anyone acting under his or her authority in responding to an request or conducting an inquiry pursuant to this protocol. If you have any questions or concerns about this protocol or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this protocol other than as expressly authorized or directed by Wishart Law Firm LLP.

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1. Introduction

The Municipality has, pursuant to section 223.2 of the *Municipal Act, 2001*, established a Code of Conduct for members of council of the Municipality and members of its Local Boards.

The Municipality will be appointing an Integrity Commissioner whose duties include conducting inquiries in respect of alleged contraventions of the Code of Conduct.

The purpose of this protocol is to set out a framework for the Integrity Commissioner's inquiries into allegations of contraventions of the Code of Conduct.

2. Definitions

“Code of Conduct” means a code of conduct established pursuant to section 232.2 of the *Municipal Act, 2001*.

“Elector” means a person entitled to vote at a municipal election in the Municipality.

“Integrity Commissioner” means the Integrity Commissioner appointed by Municipal Council and any individual acting under powers delegated to him or her in writing by the Integrity Commissioner.

“Local Board” means a Local Board other than:

- a. A society as defined in subsection 2(1) of the *Child, Youth and Family Services Act, 2017*;
- b. A board of health as defined in subsection 1(1) of the *Health Protection and Promotion Act*;
- c. A Committee of management established under the *Long-Term Care Homes Act, 2007*;
- d. A police service board established under the *Police Services Act, 2018*;
- e. A board as defined in section 1 of the *Public Libraries Act*; and,
- f. A corporation established in accordance with section 203 of the *Municipal Act, 2001*;

“Member” means a member of the municipal council and any person on his or her staff and/or a member of a Local Board or a Committee of the Municipality and any person on his or her staff.

“Requestor” means the person who has submitted a request to the Integrity Commissioner for an inquiry concerning an alleged contravention of the applicable Code of Conduct.

“**Respondent**” means the person who is alleged to have violated the Code of Conduct and whom an Integrity Commissioner inquiry request has been submitted.

3. Integrity Commissioner

3.1. Functions

The Integrity Commissioner reports to council and is responsible for performing in an independent manner, the functions assigned by the Municipality with respect to any of the following:

1. The application of the Code of Conduct for Members.
2. The application of any procedures, rules and policies of the Municipality and Local Boards governing the ethical behaviour of Members.

3.2. Powers and duties

In carrying out the responsibilities described in section 3.1 above, the Integrity Commissioner may exercise such powers and shall perform such duties as may be assigned to him or her by the Municipality.

3.3. Delegation

After satisfying himself or herself that a person is fully capable of carrying out the Integrity Commissioner’s powers or duties, the Integrity Commission may, in writing, delegate to any person, other than a member of council, any such duties or powers. For greater certainty, if the Integrity Commissioner delegates any duties or powers, the Integrity Commissioner may continue to exercise the delegated powers and duties despite the delegation.

3.4. Outside assistance

In performing any of his or her duties, the Integrity Commissioner may engage outside assistance or consult with the Municipality’s legal counsel. When the Municipality’s legal counsel is assisting the Integrity Commissioner, their role is solely to assist the Integrity Commissioner and not any particular individual.

4. Inquiry by Integrity Commissioner re Code of Conduct

4.1. Request for inquiry

A request for inquiry may be made in writing to the Integrity Commissioner by a Member, staff or member of the public about whether a Member has contravened the Code of Conduct.

4.2. Request contents

A request for inquiry under section 4.1 above may be in the form set out in Schedule “A” or, otherwise, shall include sufficient information to set out a prima facie contravention of the applicable Code of Conduct, including, but not necessarily limited to, all of the following:

- The Requestor’s name and contact information.
- What happened – a description of the events or situation.
- When it happened – dates and times of the events or incidents.
- Where it happened – the location(s) where the events or incidents occurred.
- Who saw it happen – the names of any witnesses, if any.

4.3. Jurisdiction re workplace violence, harassment, and sexual harassment

Requests for inquiry made under this section must specifically refer to alleged contraventions of the Code of Conduct by a Member. Allegations of workplace violence, harassment, and sexual harassment by a Member must be reported in the manner set out in the Township of the North Shore Workplace Anti-Violence, Harassment and Sexual Harassment Policy and must be reported as provided thereunder and that policy shall exclusively apply in respect of any such report.

4.4. Request review

The Integrity Commissioner will conduct an initial review of the request to ensure that it is a proper allegation of a breach of the Code of Conduct . If, after the initial review, the Integrity Commissioner determines that the request is not properly an allegation of a breach of the Code of Conduct, there are insufficient grounds to believe that there has been a contravention of the Code of Conduct, or the Integrity Commissioner determines that an inquiry is not appropriate for any other reason in the Integrity Commissioner’s reasonable discretion, the Integrity Commissioner will dismiss the request. When determining if an inquiry is appropriate, the Integrity Commissioner may, among other things, take into account the date of the alleged

breach. Further, the Integrity Commissioner shall, in his or her discretion, dismiss the request if, upon initial review the Integrity Commissioner determines that the Requestor has not supplied the information as mentioned by section 4.2, the Integrity Commissioner will advise the Requestor that he or she must supply additional information and shall take no further action until the information is provided.

4.5. Powers on inquiry

The Integrity Commissioner may elect to exercise the powers under sections 33 and 34 of the *Public Inquiries Act, 2009*, in which case, notwithstanding anything to the contrary herein, those sections apply to the inquiry.

4.6. Information

The Municipality, its Local Boards and Committees shall give the Integrity Commissioner such information as the Integrity Commissioner believes to be necessary for an inquiry including free access to all books, accounts, financial records, electronic data processing records, reports, files and other papers, things or property belonging to or used by the Municipality, Committee or a Local Board. For greater certainty, providing the Integrity Commissioner with information concerning legal advice shall be deemed not to constitute a waiver of solicitor-client privilege.

4.7. Penalties the Municipality may impose

Council may impose any of the following penalties on a Member if the Integrity Commissioner reports to the Municipality that the Member has contravened the Code of Conduct:

1. A reprimand.
2. Suspension of the remuneration paid to the Member for a period of up to 90 days.
3. Other penalties, including but not necessarily limited to:
 - a. Removal from membership of a Committee or Local Board;
 - b. Removal as Chair of a Committee or Local Board;
 - c. Require repayment or reimbursement of moneys received;
 - d. Return of property or reimbursement of its value;
 - e. Request for resignation;
 - f. Trespass Order restricting access except for Council meetings;

- g. A request for an apology to Council, the Requestor or other relevant party;
and
- h. Revocation of travel or other budget.

4.8. Penalties the Local Board may impose

A Local Board may impose any of the penalties described in section 4.7 above on a member of the Local Board if the Integrity Commissioner reports to the Local Board that, in his or her opinion, the member of the Local Board has contravened the Code of Conduct applicable to the Member of the Local Board, and if the Municipality has not imposed a penalty on the member of the Local Board under section 4.7 above in respect of the contravention.

5. Conduct of inquiry

The Integrity Commissioner may conduct such inquiry as he or she considers necessary in response to a compliant request under sections 4 above and such inquiry may include all or some of the following:

- Informing the Respondent of the inquiry;
- Interviewing the Requestor, the Respondent, any person involved in the incident, and any identified witnesses;
- Interviewing any other person who may have knowledge of the incidents related to the inquiry or any other similar incidents; and
- Reviewing any information the Integrity Commissioner believes necessary and documenting such review.

6. Reference to appropriate authorities

6.1. Referral of matter by Integrity Commissioner

If the Integrity Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of the Criminal Code of Canada or any other *Act*, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting investigation, including but not limited to police investigations and/or charges have been finally disposed of, and shall report the suspension to council. Contravention of any other *Act* includes, but is not limited to, contravention of the *Occupational Health and Safety Act*.

6.2. No derogation of rights

The provisions of this protocol in no way affect the right of anyone to:

- (a) contact the police, other law enforcement agency, or any other appropriate authority on their own initiative;
- (b) exercise their right(s) under any legislation; or
- (c) take any other available legal action.

7. Confidentiality

7.1. Integrity Commissioner's duty of confidentiality

The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality with respect to all matters that come to his or her knowledge in the course of performing his or her duties. This section prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.

7.2. Confidentiality of those involved in inquiry

Out of respect for the relevant individuals, it is essential that the Requestor, Respondent, witnesses and anyone else involved in an inquiry conducted by the Integrity Commissioner hereunder maintain confidentiality throughout the inquiry and afterwards.

7.3. Disclosure required by law

Notwithstanding sections 7.1 or 7.2 above, information may be disclosed in a criminal proceeding, or as required by law.

7.4. Retention of records

The Integrity Commissioner and person providing outside assistance to the Integrity Commissioner pursuant to section 3.4 above, shall retain all records related to any inquiry indefinitely.

8. Reports

8.1. Periodic report to council

If the Integrity Commissioner provides a periodic report to the Municipality on his or her activities, the Integrity Commissioner may summarize advice he or she has given, but shall not disclose confidential information that could identify a person concerned.

8.2. Report about conduct

After completing an inquiry, the Integrity Commissioner shall provide a written report to the Municipality or the Local Board (the "Report").

The Integrity Commissioner may disclose in the Report, such matters as in the Commissioner's opinion are necessary for the purposes of the Report. Where the Integrity Commissioner finds that there has been a contravention of the Code of Conduct, the Report may, at the Integrity Commissioner's discretion, contain the following:

1. An outline of the Integrity Commissioner's finding; and,
2. The terms of any recommended corrective action;

Where the Integrity Commissioner finds that there has been a contravention of the Code of Conduct, the Report must contain sufficient information for the Municipality or Local Board to determine whether or not to impose penalties under sections 4.7 and 4.8.

8.3. Report to Council or Local Board

Upon receipt of the Report, the Clerk shall indicate, on the regular agenda of Council or the Local Board, notice of intent from the Integrity Commissioner to submit a Report for consideration at the following regular meeting.

The Respondent shall have the right of reply when the Report is considered by the Municipality or the Local Board.

Upon review of the Report, Council shall pass a resolution stating whether or not it intends to take action in response to the Report, and if so what action Council will take.

8.4. Publication of reports

The Municipality and each Local Board shall ensure that reports received from the Integrity Commissioner by the Municipality or by the Local Board, as the case may be, are made available to the public upon request.

9. Bad Faith Requests

If a person or entity makes a request for an inquiry hereunder and the Integrity Commissioner determines such request is made in bad faith, notwithstanding anything to the contrary in protocol, the Integrity Commissioner may disclose all relevant information concerning the request to the Municipality such that the Municipality may pursue any recourse available against the individual or entity. Examples of bad faith include, but are not limited to, making a report knowing the allegations therein are untrue or making a report for an improper purpose.

10. Protocol review

The Municipality will review this Policy as often as it deems reasonably necessary and will post the most current version of this protocol on its website.

SCHEDULE "A"

INTEGRITY COMMISSIONER REQUEST FOR INQUIRY CODE OF CONDUCT

This form will be used to request the Integrity Commissioner conduct an inquiry of an alleged Code of Conduct contravention	Submit completed complaint in a sealed envelope to: Integrity Commissioner Request for Inquiry Re Code of Conduct [Integrity Commission Contact Information]
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REQUESTOR'S INFORMATION

Last Name:	First Name:
Street Address:	Municipality:
Postal Code:	Phone #:
E-mail Address:	Name of Member:

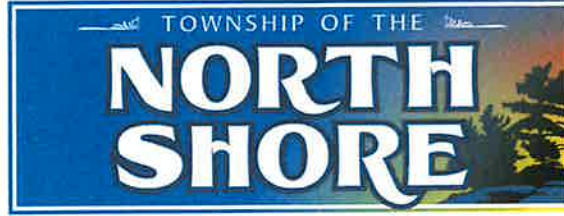
DETAILS OF ALLEGED CODE OF CONDUCT CONTRAVENTION

Date(s) of alleged Code of Conduct contravention:	
Provision(s) of Code of Conduct allegedly contravened:	
Facts constituting the alleged Code of Conduct contravention (please use separate page(s) if required)	
Name(s) and contact information of any witnesses:	
<input type="checkbox"/> I agree to release my identity with regard to this request <input type="checkbox"/> I do NOT agree to release my identity with regard to this request	
Signature:	Date:
	Year: Month: Day:

FOR OFFICE USE ONLY

Date Received Year: Month: Day:	Request #:	Comments:
Personal information contained on this form is collected under the authority of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> and will be used for the purpose of requesting an inquiry.		

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February 7, 2025

Meeting of February 18, 2025

Council Report

SUBJECT: AMENDING AGREEMENT – INTEGRITY COMMISSIONER SERVICES

RECOMMENDATION: That Council receive the staff report as presented for consideration, and that Council authorize the Mayor and Municipal Clerk to sign the Amending Agreement with Cunningham Swan Carty Little & Bonham LLP, to extend the current Integrity Commissioner services until January 31, 2028.

On Friday, February 7th, 2025, the Clerk was notified by the office of Cunningham Swan Carty Little & Bonham LLP that the Township of The North Shore's Agreement for Integrity Commissioner services had expired as of January 31st, 2025.

The Clerk had mistakenly thought that the Agreement expires on January 31st, 2026.

Attached is a copy of the Amending Agreement for Integrity Services with Cunningham Swan Carty Little & Bonham LLP for Councils review and approval for signing by the Mayor and Clerk.

The term of the agreement would be for an additional three (3) years effective January 31, 2025, and ending on January 31, 2028.

As stated in the original Agreement (also attached), the renewal of the three years would be for the same terms. The Consultant will continue to not require an annual retainer and will provide services on an as-needed basis at the rate of \$295 per hour plus applicable taxes.

An additional report has been added to the February 18, 2025, Regular Council meeting agenda regarding amending the current Integrity Commissioner Inquiry Protocol that was created by Wishart Law Firm LLP and adopted by the Township of The North Shore on October 3, 2018.

As stated in the Municipal Act, 2001:

Integrity Commissioner

223.3 (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1, 5.2 and 5.3 of the Municipal Conflict of Interest Act to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act. 2017, c. 10, Sched. 1, s. 19 (1); 2022, c. 24, Sched. 3, s. 3.

Provision for functions if no Commissioner appointed

(1.1) If a municipality has not appointed a Commissioner under subsection (1), the municipality shall make arrangements for all of the responsibilities set out in that subsection to be provided by a Commissioner of another municipality. 2017, c. 10, Sched. 1, s. 19 (2).

Provision for functions if responsibility not assigned

(1.2) If a municipality has appointed a Commissioner under subsection (1), but has not assigned functions to the Commissioner with respect to one or more of the responsibilities set out in that subsection, the municipality shall make arrangements for those responsibilities to be provided by a Commissioner of another municipality. 2017, c. 10, Sched. 1, s. 19 (2).

AMENDING AGREEMENT - INTEGRITY COMMISSIONER SERVICES

This Agreement dated this ____ day of _____, 20__.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE
(hereinafter referred to as the “Municipality”)

- and -

CUNNINGHAM SWAN CARTY LITTLE & BONHAM LLP
(hereinafter referred to as “the Consultant”)

WHEREAS, the Municipality and the Consultant (together the “Parties”) did enter into an agreement for the Consultant to provide independent integrity commissioner services to the Municipality for a term of three years commencing January 31, 2022 (the “Original Agreement”);

AND WHEREAS the parties entered into an amendment to the Original Agreement to extend the term to January 31, 2025

AND WHEREAS, the Parties wish to renew the Agreement on the same terms and conditions as the Original Agreement subject only to the express amendments set out in this Agreement.

NOW THEREFORE, in consideration of the covenants, terms and conditions contained herein, the Municipality and the Consultant agree to amend the Original Agreement by deleting section 6 of the Original Agreement and replace those provisions with the following new section 6:

TERM OF AGREEMENT

6. The Consultant’s appointment pursuant to this Amending Agreement is hereby

extended, for a further three (3) years, to January 31, 2028, unless terminated earlier in accordance with this clause. This Agreement may only be terminated in accordance with the following:

- a. The Municipality may be released from the Agreement at any time, with 30 days written notice.
- b. The Consultant shall provide 30 days written notice to the Municipality of his intention to resign as the Municipality’s Integrity Commissioner and his resignation shall only be effective at the expiry of the notice period.

The Parties have executed this Amending Agreement this _____ day of _____, 20__ .

THE CITY

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

Name:
Title:

Name:
Title:

We have the authority to bind the corporation

CONSULTANT

CUNNINGHAM, SWAN, CARTY, LITTLE & BONHAM LLP

Tony Fleming

“I have the authority to bind the Corporation”



BY-LAW NO: 22-05

BEING A BY-LAW TO APPOINT AN INTEGRITY COMMISSIONER and to SET INTEGRITY COMMISSIONER SCOPE AND DUTIES

WHEREAS section 223.3 of the *Municipal Act, 2001*, authorizes the Township to appoint an Integrity Commissioner who performs functions with respect to the application of Code of Conduct for members of Council and other procedures, rules and policies governing their ethical behaviour

AND WHEREAS subsection 10(2), paragraph 2, authorizes by-laws to be passed respecting the accountability and transparency of the municipality and its operations;


AND WHEREAS Council desires to provide for an Integrity Commissioner to help ensure that members of Council confirm to ethical standards of behaviour in carrying out their duties and be held to account for adherence to their Code of Conduct and any other applicable procedures, rules or policies:


NOW THEREFORE, the Council of the Corporation of the Township of The North Shore hereby ENACTS AS FOLLOWS:

1. That Cunningham Swan Carty Little & Bonham LLP be and is hereby appointed as Integrity Commissioner of the Township of the North Shore.
2. That By-Laws 18-42 is hereby repealed.
3. That Council adopts the attached Schedule "A" as Integrity Commissioner Scope and Duties for the Township of The North Shore;
4. The attached Schedule "A" shall form a part of the By-law
5. This By-law shall come into force and take effect on the date of passing and its short title is "Appointment of Integrity Commissioner".

Read a first, second and third time, enacted and passed this 12th day of

January, 2022.


Tony Moor, Mayor


Angel Pilon, Clerk

Schedule "A"

Schedule "A"

Statement of Duties & Responsibilities

The duties of the Integrity Commissioner shall be:

Education and Advice:

1. To provide advice, education, and training on the Council Code of Conduct to Members of Council and those to whom the Code applies, either collectively or individually, for Members of Council;
2. To provide advice, education, and training on the Code of Conduct for Local Boards (if applicable) to the Members of the Local Board and those to whom the Code applies, either collectively or individually, for Members of Local Boards;
3. To provide advice and opinions to Members of Council and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Township governing ethical behaviour;
4. To provide advice and opinions to the Chair, Members of Local Boards and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Township governing ethical behaviour;
5. To provide educational information to the Township and the public about the Township's Codes of Conduct for Members of Council and Members of Local Boards (if applicable), and about the *Municipal Conflict of Interest Act*;
6. To develop policies and procedures for the Office of the Integrity Commissioner, and to review these on an annual basis;
7. To review the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable) and any related policies and procedures, as required, and to make recommendations for any needed changes in respect thereof;
8. To assist with the creation of a Council-Staff Relations Policy; and
9. To assist in confirming the list of applicable local boards of the Township

Investigations:

10. In accordance with the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), other applicable ethics-related policies, rules or procedures and the policies and procedures for conducting investigations, to engage in dispute resolution activities as deemed appropriate in advance of or as part of any investigation.

11. In conducting any investigations under this Agreement, to have regard to the importance of: a. the investigator's independence and impartiality;

b. confidentiality with respect to the investigator's activities; and

c. the credibility of the investigator's investigative process;

12. To conduct investigations from time to time upon receipt of a request for investigation (a "Request") in respect of complaints and alleged breaches of the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), or other applicable ethics-related policies, rules or procedures and to provide recommendations based on the outcome of the investigation;

13. To proceed without undue delay and with due diligence to investigate a Request and to report to the Council of the affected Township within a reasonable period of time;

14. To conduct each investigation in private and to not disclose the identity of the complainant to any person/body unless written authorization to do so is obtained from the complainant;

15. To hear or obtain information from such persons as the Integrity Commission thinks fit and to make such inquiries as he/she thinks fit;

16. To provide an opportunity to the affected Township or any person that may be adversely affected by a proposed report of the Integrity Commissioner, the opportunity to make representations respecting such report or recommendation;

17. To preserve confidentiality and secrecy with respect to all matters that come to his or her knowledge in the course of performing duties hereunder, save and except disclosure of such matters as in the Integrity Commissioner's opinion ought to be disclosed in order to establish grounds for his/her conclusions and recommendations;

18. After making an investigation into an alleged breach of the Council Code of Conduct, the Integrity Commissioner shall render his/her opinion as to whether or not a member of Council has contravened the Council Code of Conduct and, if so, recommend to the Council of the affected Township any appropriate sanction(s) or remedial action(s);

19. After making an investigation into an alleged breach of the Code of Conduct for Local Boards (if applicable), the Integrity Commissioner shall render his/her opinion as to whether or not a member of Council has contravened the Council Code of Conduct and, if so, recommend to the Local Board any appropriate sanction(s) or remedial action(s);

20. After making an investigation into an alleged breach of the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall render an opinion as to whether or not a Member of Council or a Member of a Local Board has contravened the *Act*, and if so whether any sanction or further action is recommended.

INTEGRITY COMMISSIONER SERVICES

This Agreement shall be executed in three (3) original copies dated this 13 day of January 2022.

BETWEEN: **THE CORPORATION OF THE TOWNSHIP OF NORTH SHORE**
P.O. Box 108, Algoma Mills, Ontario, P0R 1A0

(Hereinafter referred to as "the Township")

- and -

CUNNINGHAM SWAN CARTY LITTLE & BONHAM LLP

(Hereinafter referred to as "the Consultant")

1. WHEREAS, the Township is authorized, pursuant to Subsection 223.3 of the *Municipal Act, 2001* (the *Act*), as amended, to appoint an integrity commissioner (the "Integrity Commissioner") who has the function to investigate in an independent and confidential manner, a complaint made to him or her by any person, as to whether a member of council or a member of a local board has complied with the Code of Conduct or other ethics-related policies, rules or procedures, and to report on the investigation;
2. AND WHEREAS, the Consultant has represented, and the Township is satisfied, that the Consultant has the skills and abilities necessary to perform the role of the Integrity Commissioner;
3. AND WHEREAS, the Township wishes to retain the Consultant as an independent Integrity Commissioner for the Township;
4. NOW THEREFORE, in consideration of the covenants, terms and conditions contained herein, the Township and the Consultant agree as follows:

Powers and Duties

5. The Township hereby retains and appoints the Consultant as an Integrity Commissioner for the Township and the Consultant accepts such appointment and agrees to carry out the responsibility of the Integrity Commissioner, as more specifically described in the Statement of Duties and Responsibilities, attached as Schedule "A" to this Agreement, during the term of this Agreement.
6. The Integrity Commissioner shall have all of the powers set out in Sections 223.1 to 223.8 of the *Act*, as amended from time to time.

Term of the Agreement

7. The Consultant's appointment pursuant to this Agreement is effective on January 31, 2022, and will continue for a period of three (3) years, ending on January 31, 2025 unless terminated earlier in accordance with this clause:
 - a. The Township may be released from the Agreement at any time, with thirty (30) days written notice.
 - b. The Consultant shall provide thirty (30) days written notice to the Township of his intention to resign as the Township's Integrity Commissioner and his resignation shall only be effective at the expiry of the notice period.

Records

8. All records are the property of the Integrity Commissioner and must be held in strict confidence in accordance with the *Municipal Act*. Upon termination of this Agreement for any reason the Integrity Commissioner shall retain the records and continue to maintain the confidence in those records, except to the extent that any future Integrity Commissioner of the Township requires access to certain records for purposes of an active investigation.

Renewal

9. The Consultant's appointment pursuant to this Agreement may be renewed for a

further three (3) years, on the same terms and on the mutual agreement of the Parties.

Compensation

10. The Consultant will not require an annual retainer and will provide services on an as needed basis.
11. The Township agrees to pay to the Consultant an hourly fee of Two Hundred and Ninety-Five Dollars (\$295.00) per hour for work undertaken by Tony Fleming, plus applicable taxes, during such time that the Consultant is actively carrying out the duties pursuant to this Agreement. The Consultant shall rely on other members of the firm as appropriate to ensure that the work is performed by only those members of the firm with the skill to undertake the work, at the most appropriate hourly rate. The Consultant shall provide the Township with a monthly invoice detailing the hours worked and expenses incurred for the period in question and the Township agrees to pay such invoices within thirty (30) days of the receipt thereof.
12. The Township agrees to reimburse the Consultant for all reasonable expenses and disbursements incurred by the Consultant which are necessary to enable the Consultant to perform his duties pursuant to this Agreement. All such expenses must be supported by appropriate receipts.

Consultant Status

13. In performing his duties and responsibilities as Integrity Commissioner pursuant to this Agreement, it is recognized that the Consultant is independent of the Township's administration and shall report directly to the affected Council.
14. The Consultant acknowledges that he is an independent contractor and shall not be deemed an employee of the Township, for any purpose. The Consultant further acknowledges that, as an independent contractor, he will not be entitled to any employment-related benefit, including such benefits that are applicable to employees of the Township.

15. In light of the Consultant's status as an independent contractor, the Township shall have no responsibility whatsoever with regard to any income taxes or any other remittances which may be payable by the Consultant on the fees paid under this Agreement. The Township assumes no obligation or liability as between the Parties to deduct or remit any statutory or government remittances.

Confidential Information

16. The Consultant acknowledges that the Township is an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Accordingly, the Consultant undertakes not to disclose information subject to the *MFIPPA* except as may be necessary in the proper discharge of his duties and responsibilities pursuant to the terms of this Agreement and in accordance with the *MFIPPA*.

17. This Article shall survive the termination of this Agreement.

Delegation

18. In the event that more than one complaint is made at any time requiring more than one investigation and the Consultant determines it to be necessary to delegate some or all of his powers and duties, then he may do so in writing to any person other than a Member of Council, provided that the person to whom such a delegation is made possesses the requisite skills and abilities and agrees in writing to be governed by the same duties of confidentiality as the Consultant and to abide by the terms and conditions of this Agreement. The Consultant shall not assign or sublet the whole or any part of this Agreement without the prior written consent of the Township.

Insurance

19. The Consultant shall, at its expense, obtain and keep in force during the term of this Agreement, Comprehensive General Liability Insurance satisfactory to the Township, including the following:

- a. Insurance shall be Issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence / \$2,000,000 annual aggregate for any negligent acts or omissions by the vendor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal & advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall not contain a failure to perform exclusion.
- b. The Consultant shall also, at its expense, obtain and keep in force during the term of this Agreement errors and omissions insurance satisfactory to the Township in an amount of at least \$5,000,000.
- c. The Consultant is required to submit insurance documents listing all coverages and amounts as indicated, in a form satisfactory to the Township, upon the signing of the Agreement.

Indemnity

20. The Township hereby agrees to indemnify and save harmless the Consultant and his delegates from and against any and all liabilities, losses, expenses, costs (including legal costs), demands, damages, suits, judgments, penalties, expenses and liabilities of any kind or nature whatsoever arising out of the carrying out by the Consultant and his delegates in good faith of their duties and responsibilities under this Agreement including, but not limited to, any alleged breach of this Agreement, any procedural defect or other breach of the relevant statutory provisions.

In the event of any dispute with respect to the payment of the invoices, or any other matter in dispute which cannot otherwise be resolved between the

Consultant and the Township, the Consultant and the Township hereby agree to submit the matter to an impartial arbitrator under the *Arbitrations Act*, whose decision shall be final and binding. In the event that a matter is referred to an arbiter under this Article, the Township and the Consultant agree to equally share the cost of the arbiter and any related expenses.

This Article shall survive termination of this Agreement.

General Provisions

21. This Agreement shall be governed by and construed exclusively in accordance with the laws of the province of Ontario.
22. If any provision of this Agreement is declared to be void or unenforceable, such provision shall be deemed to be separate from the remainder of this Agreement to the extent of the particular circumstances giving rise to such declaration, and such provision as it applies to other persons and circumstances and the remaining terms and conditions of this Agreement shall remain in full force and effect.
23. This Agreement, along with the attached Schedule(s), constitutes the entire agreement between the Parties and supersedes all previous negotiations, understandings and agreement, whether verbal or written, with respect to any matters referred to in this Agreement.
24. This Agreement shall ensure to the benefit of, and be binding on, the Parties and their successors and assigns.

[Signature page follows]

The Parties have executed this Agreement this _____ day of _____, 2022.

**THE CORPORATION OF THE
TOWNSHIP OF NORTH
SHORE**

**CUNNINGHAM, SWAN,
CARTY, LITTLE AND BONHAM
LLP**

By: Tony Moor
Name: Tony Moor
Title: Mayor
Date: Jan. 13, 2022

By: [Signature]
Name: Tony E. Fleming
Title: Lawyer
Date: March 16, 2022

Witness:

By: Angel Pilon
Name: Angel Pilon
Title: Clerk
Date: Jan. 13, 2022

By: [Signature]
Name: Mercedes Johnson
Title: Legal Assistant
Date: March 16, 2022

Schedule "A"
Statement of Duties & Responsibilities

The duties of the Integrity Commissioner shall be:

Education and Advice:

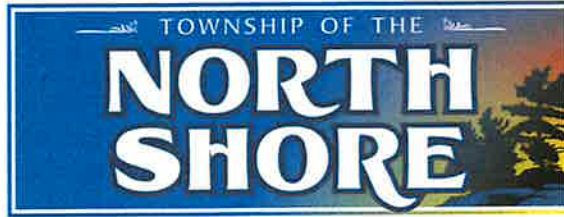
1. To provide advice, education, and training on the Council Code of Conduct to Members of Council and those to whom the Code applies, either collectively or individually, for Members of Council;
2. To provide advice, education, and training on the Code of Conduct for Local Boards (if applicable) to the Members of the Local Board and those to whom the Code applies, either collectively or individually, for Members of Local Boards;
3. To provide advice and opinions to Members of Council and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Township governing ethical behaviour;
4. To provide advice and opinions to the Chair, Members of Local Boards and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Township governing ethical behaviour;
5. To provide educational information to the Township and the public about the Township's Codes of Conduct for Members of Council and Members of Local Boards (if applicable), and about the *Municipal Conflict of Interest Act*;
6. To develop policies and procedures for the Office of the Integrity Commissioner, and to review these on an annual basis;
7. To review the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable) and any related policies and procedures, as required, and to make recommendations for any needed changes in respect thereof;
8. To assist with the creation of a Council-Staff Relations Policy; and
9. To assist in confirming the list of applicable local boards of the Township

Investigations:

10. In accordance with the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), other applicable ethics-related policies, rules or procedures and the policies and procedures for conducting investigations, to engage in dispute resolution activities as deemed appropriate in advance of or as part of any investigation.
11. In conducting any investigations under this Agreement, to have regard to the importance of:
 - a. the investigator's independence and impartiality;
 - b. confidentiality with respect to the investigator's activities; and
 - c. the credibility of the investigator's investigative process;
12. To conduct investigations from time to time upon receipt of a request for investigation (a "Request") in respect of complaints and alleged breaches of the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), or other applicable ethics-related policies, rules or procedures and to provide recommendations based on the outcome of the investigation;
13. To proceed without undue delay and with due diligence to investigate a Request and to report to the Council of the affected Township within a reasonable period of time;
14. To conduct each investigation in private and to not disclose the identity of the complainant to any person/body unless written authorization to do so is obtained from the complainant;
15. To hear or obtain information from such persons as the Integrity Commission thinks fit and to make such inquiries as he/she thinks fit;
16. To provide an opportunity to the affected Township or any person that may be adversely affected by a proposed report of the Integrity Commissioner, the opportunity to make representations respecting such report or recommendation;
17. To preserve confidentiality and secrecy with respect to all matters that come to his or her knowledge in the course of performing duties hereunder, save and except disclosure of such matters as in the Integrity Commissioner's opinion ought to be disclosed in order to establish grounds for his/her conclusions and recommendations;
18. After making an investigation into an alleged breach of the Council Code of Conduct, the Integrity Commissioner shall render his/her opinion as to whether or not a member of Council has contravened the Council Code of Conduct and, if so, recommend to the Council of the affected Township any appropriate sanction(s) or remedial action(s);
19. After making an investigation into an alleged breach of the Code of Conduct for Local Boards (if applicable), the Integrity Commissioner shall render his/her opinion as to whether or not a member of Council has contravened the Council Code of Conduct

and, if so, recommend to the Local Board any appropriate sanction(s) or remedial action(s);

20. After making an investigation into an alleged breach of the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall render an opinion as to whether or not a Member of Council or a Member of a Local Board has contravened the *Act*, and if so whether any sanction or further action is recommended.



February 12, 2025

Meeting of February 18th, 2025

Council Report

SUBJECT: Council email address Display Names

RECOMMENDATION: That Council receive the staff report as presented and direct the Clerk to change the Display Name for Council emails to include the name of each member.

It has been reported to the Municipal Office that a text messaging scam is going around where the receiver is informed that they have an “unpaid” parking ticket. There is a link within the message that the receiver is asked to click on to pay the fine directly to their Municipality.

During one of the conversations regarding this issue, the caller made a suggestion that full names of our Council members be added to their email Display Name as this person had received an email (a legitimate email) from a member of Council which caused confusion as it only shows the Ward the Councillor represents and not who they are.

Council member names, Council emails, and phone numbers (either Council or personal) are currently posted publicly.

For clarification, the Display Name does not include the wording within the actual email address. Example:

Display Name	Email Address
Municipal Clerk	municipalclerk@townshipofthenorthshore.ca

To prepare for the new Council Term in 2026 (starting November 15, 2026), the Display names can be amended to reflect any changes to the current Council lineup, if applicable. Display names can be changed at any time within Office 365 free of charge.

Current Display Name	Proposed Display Name
Mayor	Mayor, Tony Moor
At Large	At Large, Robin Green
Ward 1	Ward 1, Richard Welburn
Ward 2	Ward 2, Len Menard
Ward 3	Ward 3, Tracey Simon

Prepared and Submitted by: Rachel Jean Schneider, Clerk/Deputy Treasurer

7h



February 11, 2025

Meeting of February 18, 2025

Council Report

SUBJECT: CRIME STOPPERS – Request for Donation

RECOMMENDATION: That Council receive the staff report as presented for consideration, that Council approve the donation to Crime Stoppers in the amount of \$500.

On February 6, 2025, the attached letter was received via email from Crime Stoppers.

Crime Stoppers is a charitable Community Program with a goal to empower people to make their neighbourhoods, schools and businesses safer through anonymous reporting of crime. Crime Stoppers recognizes the reluctance of many citizens to become personally involved and guarantees anonymity to those who provide information. Crime Stoppers is an effective tool where the private citizen joins together with law enforcement to solve crime. They play a vital role and represent a valuable and sharp-edged investigative tool.

In previous years, Council has approved to donate \$300.00 to Crime Stoppers.

In the attached letter Council will see that the donation request has been increased to \$500 for 2025.

As stated in the letter, the Township will receive the following benefits from the donation:

- Enrollment in the Community Advocate Program
- The Township will be recognized on the Crime Stoppers website for one year
- Signage and decals will be distributed within our community, which will update the current signs that have been faded by the sun

Prepared and Submitted by: Rachel Jean Schneider, Clerk/Deputy Treasurer



580 Second Line East
Sault Ste. Marie, ON P6B 4K1
(705) 759-5081
info@saultcrimestoppers.com
www.saultcrimestoppers.com

Executive Directors

Michael Goodship, CPA, CGA
Chair/Treasurer

Velvet Redmond Harten
Vice-Chair

Directors

Andrew Bessell

Brian Lester

Spencer Sharabura

Coordinators

Cst. Ashley Nickle, OPP
Algoma District
Program Coordinator

Kendra Addison
Sault Ste. Marie
Program Coordinator

Support

Henry Jin
Volunteer Assistant Coordinator

**SAY it
HERE**

February 6, 2025

Mayor Tony Moor
The Corporation of the Township of North Shore
P.O. Box 307, 1385 Hwy 17
Algoma Mills, Ontario P0R 1A0

Dear Mayor Tony Moor,

Celebrating 40 Years of Crime Stoppers – Your Support Makes a Difference

I hope this message finds you well. My name is Michael Goodship, and I am the Chair/Treasurer of Crime Stoppers of Sault Ste. Marie and Algoma District. As we proudly celebrate the 40th Anniversary of Crime Stoppers, I am reaching out to request your continued support in making a lasting impact on our community.

Crime Stoppers has been an invaluable resource for law enforcement and the public, providing a safe and anonymous way for people to report crimes and help solve cases. However, our work is only possible because of the generosity of local communities like the Township of North Shore. We kindly ask for your consideration of a donation of \$500 this year to help fund our critical promotional efforts. This contribution will directly support our programs that raise awareness about Crime Stoppers and drive participation, which ultimately helps solve crimes and keep our neighborhoods safe.

The impact of your donation is significant. It will enable us to expand our outreach and visibility across the district through initiatives like community events, local advertising, and educational materials. Your support not only helps fund these efforts but also makes a tangible difference by encouraging more tips and resulting in more solved crimes.

As a valued partner of Crime Stoppers, your community will receive numerous benefits, including:

- Enrollment in our Community Advocate Program, which highlights your commitment to public safety.
- Recognition on our website for one year, showcasing your support for this important initiative.
- Distribution of Crime Stoppers decals and signage in your community, raising awareness of how citizens can contribute to solving crimes.

Over the years, we have had the privilege of participating in local events where we distributed promotional materials such as pens, notepads, and hunting hats. These events allow us to engage directly with the community, fostering positive relationships and encouraging public participation in our program. We are eager to continue this engagement and are open to any suggestions you might have for future events, community presentations, or other initiatives to promote Crime Stoppers in the Township of the North Shore.

With your support, we can continue to expand our reach and make an even greater impact. The funds raised help us run effective campaigns that directly lead to more tips, more crimes solved, and a safer community for everyone. We hope that you

will consider a contribution of \$500, or whatever amount is possible for your township, to ensure Crime Stoppers can continue its work in the Township of North Shore and beyond.

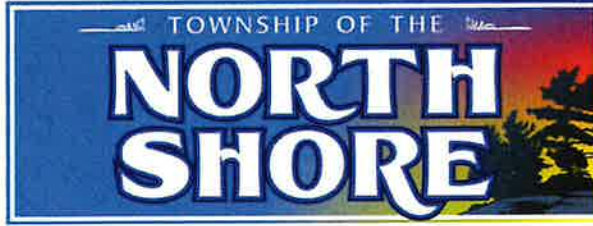
Thank you for your time and consideration. I look forward to the possibility of partnering with you again this year in making our district a safer place to live.

Please feel free to contact Kendra Addison, Coordinator, at (705) 759-5081 or by email at kendra@saultcrimestoppers.com for any further details or questions. You may also reach out to me directly at (705) 257-0775 or by email at michael@saultcrimestoppers.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Goodship". The signature is written in a cursive style with some loops and flourishes.

Michael Goodship, CPA, CGA
Chair/Treasurer
Crime Stoppers of Sault Ste. Marie and Algoma District



February 13, 2025

Meeting of February 19, 2025

Council Report

SUBJECT: Municipal Office Closure – March 4, 2025

RECOMMENDATION: That Council receive the staff report regarding the closure of the Municipal Office on Tuesday, March 4th, 2025, due to in person training with Munisoft, for information purposes.

At the February 5th, 2025 Regular Council meeting, Council approved the purchase and implementation of the recommended Accounting Software, Munisoft. During the item, a conversation was held regarding staff receiving in-person and hands-on training with representatives from Munisoft, and the following Resolution was passed by Council:

“ b) *Township of The North Shore Accounting System upgrade - Munisoft*
RESOLUTION #25-40
Moved by: R. Welburn
Seconded by: L. Menard
BE IT RESOLVED *That Council for the Corporation of the Township of The North Shore receive the report regarding upgrading the Municipality’s Accounting software as presented, that Council accept Quote #2 and approve to upgrade the accounting software to Munisoft in the amount of \$26,561.00, that Council include the upgrade in the 2025 Capital Budget, that Council approve to have the system implementation be scheduled as soon as practicable, and that Council direct staff to work towards recovering the deposit previously made to Central Square.*

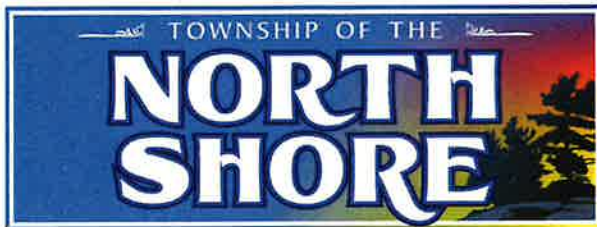
CARRIED”

Munisoft has agreed to attend the Municipal Office on March 4th and March 5th of 2025 in order to fulfil the training services that Council has agreed to provide to their staff.

Therefore, the Municipal Office will be Closed to the Public on Tuesday, March 4th, 2025, and will remain Closed to the Public (as usual) on Wednesday, March 5th, 2025.

Prepared and Submitted by: Rachel Jean Schneider, Municipal Clerk/Deputy Treasurer

8a



February 12, 2025

Meeting of February 18, 2025

Council Report

SUBJECT: Town Hall Meeting Policy – with Council amendments

RECOMMENDATION: That Council receive the staff report as presented for consideration, that Council review the proposed amendments as submitted by Council, and that Council approve the Town Hall Meeting Policy

At the February 5th, 2025, Regular Council meeting, Council was presented with a DRAFT Town Hall Meeting Policy for review. It was requested in the motion for the item that Council members forward any comments, concerns, and any proposed amendments to the Policy (from the Council member or received by a constituent) to the Clerk.

Council passed the following Resolution:

“ f) *Town Hall Meeting Policy*

RESOLUTION #25-37

Moved by: R. Welburn

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, that Council review the proposed draft Town Hall Meeting policy, that Council have an open discussion regarding the proposed policy, and that Council forward any comments, concerns, and proposed amendments to the Municipal Clerk by February 12th, 2025 at 12PM so the proposed policy can be brought to the February 19th, 2025 Regular Council meeting for further review.

CARRIED”

As previously noted, the Township of The North Shore implemented Question Period, as requested by a member of the public, in 2024. There have been several meetings, during question period, where residents have voiced that there is interest in the Township holding a Town Hall meeting as well.

There were several proposed amendments and comments submitted to or forwarded to the Clerk by February 12th, 2025, at 12PM. Please see the list below of the changes made to the policy since the meeting of February 5th, 2025 (as highlighted in yellow on the attached DRAFT policy:

- 1. Policy Statement – ADDITION OF THE FOLLOWING WORDING: *“As Town Hall Meetings are Informal, the Township of The North Shore Council Remuneration By-Law does not apply in regard to missed meetings.”*
- 3. Meetings, a) - REMOVAL OF THE FOLLOWING WORDING: *“Meetings will be held once per quarter; the second Wednesday of January, April, July, and October.”*
- 3. Meetings, a) - ADDITION OF THE FOLLOWING WORDING: *“Meetings will be held twice per year; the last Wednesday of January and July”.*
- 3. Meetings, e) under “Council Member Requests for Feedback” – REMOVAL OF THE FOLLOWING WORD: *“below”*
- 3. Meetings, e) under “Council Member Requests for Feedback” – ADDITION OF THE FOLLOWING WORDS: *“in this Policy”*
- 3. Meetings, e) under “Council Member Requests for Feedback” – REMOVAL OF THE FOLLOWING WORD: *“above”*
- 3. Meetings, e) under “Council Member Requests for Feedback” – ADDITION OF THE FOLLOWING WORDING: *“in this Policy”*
- 3. Meetings, e) – REMOVAL OF CHART AND WORDING
- 3. Meetings, e) under “Requests to Speak – Members of the Public” – REMOVAL OF THE FOLLOWING WORDING: *“no later than 10 calendar days before the scheduled Town Hall Meeting”*
- 3. Meetings, e) under “Requests to Speak – Members of the Public” – ADDITION OF THE FOLLOWING WORDING: *“according to the chart provided in this Policy, and”*
- 3. Meetings, e) under “Requests to Speak – Members of the Public” – ADDITION OF THE FOLLOWING WORDING: *“The Municipal Clerk will bring a report to the Regular Council meetings, as listed in the chart in this Policy, to inform Council of the submitted Requests to Speak by Members of the Public. A Resolution by Council will decide on which Requests will be addressed.”*
- 3. Meetings, e) under “Requests to Speak – Members of the Public” – ADDITION OF THE FOLLOWING WORDING: *“The Municipal Clerk will then bring a report to the Regular Council meetings, as listed in the chart in this Policy, to inform the public of which Requests to Speak from Members of the Public will be addressed at the Town Hall Meeting.”*

- 3. Meetings, e) ADDITION OF THE FOLLOWING CHART AND WORDING:

Month of Town Hall Meeting:	Submissions from Council for Requests for Feedback due:	Requests to Speak from Members of the Public due:	Date for Council to decide which Requests to Speak from Members of the Public will go to Town Hall Meeting:	Council meeting where Requests to Speak from Members of the Public will be Officially Announced:	Notice of Town Hall Meeting posted:
January	10 days before second Council meeting in November	10 days before Council meeting in December	Council meeting in December	Council meeting in January	Per Provision of Notice Policy
July	10 days before first Council meeting in June	10 days before second Council meeting in June	Second Council meeting in June	Council meeting in July	

- 5. Town Hall Meeting Guidelines, a) – REMOVAL OF THE FOLLOWING WORDING: *“and other applicable law”*
- 5. Town Hall Meeting Guidelines, k) – ADDITION OF THE FOLLOWING WORDING (as found under 3. Meetings e)): *“Only questions/comments/concerns/feedback/proposals that are appropriate and follow the Towns Hall Meeting Guidelines will be considered for the Town Hall Meeting agenda.”*
- 5. Town Hall Meeting Guidelines, q) – REMOVAL OF THE FOLLOWING WORDING: *“the attendance of staff members”*

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE: SUBJECT:
Town Hall Meetings Informal meetings held with members of the public

POLICY SECTION: POLICY NO:
T 7

EFFECTIVE DATE: February 18, 2025 ENACTED BY: Resolution

1. Policy Statement

The Council of the Corporation of the Township of The North Shore has identified community consultation and participation as key priorities. Town Hall Meetings have been implemented to allow an open dialogue between residents and Council for an exchange of ideas and information in an informal atmosphere. As Town Hall Meetings are Informal, the Township of The North Shore Council Remuneration By-Law does not apply in regard to missed meetings.

2. Purpose

Town Hall meetings are to be based on a Question and Answer format only with all members of the public welcome to pose questions and provide comments to Members of Council. However, all participants (Member of Council and the public) are expected to adhere to the Town Hall meeting guidelines at all times.

3. Meetings

a) Meetings will be held twice per year; the last Wednesday of January and July

b) Town Hall meetings shall be held in the Council Chambers of the Township of The North Shore Municipal Office, located at 1385 Highway 17, Algoma Mills, Ontario. Electronic participation is welcomed, and information (links and login information) will be provided to the public on each Notice for Town Hall meetings.

c) Meetings will take place at 6:00 PM

d) Meetings are to be chaired by the Mayor or designate.

e) Meetings will be broken down into two sections – Council Member Requests for Feedback and Requests to Speak - Members of the Public:

Council Member Requests for Feedback - This section will be comprised of current subjects on which members of Council would like to get public feedback. Members of Council are to provide the Municipal Clerk, in writing, with the subjects they are requesting feedback from the public on according to the chart provided in this Policy, and per Section 6.1.6 of the Township of The North Shore Procedure By-Law.

The Municipal Clerk will provide a reminder to Council of the due date for submissions for each meeting.

The Municipal Clerk will bring a report to the Regular Council meetings listed in the chart in this Policy to inform the public of the subjects Council members are interested in receiving feedback on.

Members of the public do not need to register in advance to provide comments for this section and must raise their hand to be recognized by the Chair.

Requests to Speak – Members of the Public – This section will be comprised of subject matter that the public would like to speak about. Those wishing to address Council on specific matters must register to be added to the Agenda and must submit their questions/comments/concerns/feedback/proposals to the Municipal Clerk according to the chart provided in this Policy, and per Section 6.1.6 of the Township of The North Shore Procedural By-Law.

The Municipal Clerk will bring a report to the Regular Council meetings, as listed in the chart in this Policy, to inform Council of the submitted Requests to Speak by Members of the Public. A Resolution by Council will decide on which Requests will be addressed.

The Municipal Clerk will then bring a report to the Regular Council meetings, as listed in the chart in this Policy, to inform the public of which Requests to Speak from Members of the Public will be addressed at the Town Hall Meeting.

Each question/comment/concerns/feedback/proposal and the name of the requestor will be added to the Town Hall Meeting agenda as a separate item. Only questions/comments/concerns/feedback/proposals that are appropriate and follow the Towns Hall Meeting Guidelines will be considered for the Town Hall Meeting agenda.

Month of Town Hall Meeting:	Submissions from Council for Requests for Feedback due:	Requests to Speak from Members of the Public due:	Date for Council to decide which Requests to Speak from Members of the Public will go to Town Hall Meeting:	Council meeting where Requests to Speak from Members of the Public will be Officially Announced:	Notice of Town Hall Meeting posted:
January	10 days before second Council meeting in November	10 days before Council meeting in December	Council meeting in December	Council meeting in January	Per Provision of Notice Policy
July	10 days before first Council meeting in June	10 days before second Council meeting in June	Second Council meeting in June	Council meeting in July	

4. Meeting Format

- a) The Chair opens the meeting with introductory remarks
- b) The Chair Introduces Council Members in attendance
- c) The Chair announces the Town Hall Meeting Guidelines
- d) The Chair calls for any Pecuniary Interests
- e) Council Members Requests for Feedback, as listed in order on the Town Hall Meeting agenda, are addressed
- d) Submitted Requests to Speak from Members of the Public (questions/comments/concerns/feedback/proposals), as listed in order on the Town Hall Meeting agenda, are addressed
- e) The Chair closes the meeting with closing remarks
- Ɔ Adjournment

5. Town Hall Meeting Guidelines

a) Every member of Council shall conduct themselves with decorum and professionalism at all Town Hall Meetings in accordance with the provisions of the Township of The North Shore Procedural By-law, the Code of Conduct, the Council-Staff Relation Policy.

b) All Members of Council and of the public shall foster a climate of mutual respect.

c) In order to promote respect, members of Council and of the public shall listen to the ideas of each other without judgment, seek to understand the unique challenges to each other's viewpoints, provide constructive feedback when necessary, and encourage a collaborative relationship based on trust, kindness, and respect for individual perspectives.

d) Town Hall Meetings are not a statutory requirement of Council. They are offered as an added opportunity for dialogue with the community grounded in the principles of transparency, responsiveness, participation, and collaboration.

e) Breach of decorum may result in the participant being asked to leave the meeting, per Section 2.14 of the Township of The North Shore Procedure By-Law.

f) All items listed on the agenda under Council Member Requests for Feedback and Submitted Requests to Speak – Members of the Public are to be read out by the Chair. The Chair will then ask each member of Council for comment, as appropriate.

g) The Chair will designate who has the floor. All participants are asked not to interrupt or distract a speaker. The Chair may interrupt only to raise a point of order.

h) Speakers are limited to three (3) minutes.

i) Members of the public are limited to speak once.

j) Members of Council and the public are to stay on topic of the items being discussed. Failure to do so will result in the Chair moving on to the next item.

k) While members of the public may speak on any subject, Council cannot discuss items that reflect an identifiable individual, solicitor-client communications, or any other item dealt with under the open meeting exceptions as per the Municipal Act, 2001. **Only questions/comments/concerns/feedback/proposals that are appropriate and follow the Towns Hall Meeting Guidelines will be considered for the Town Hall Meeting agenda.**

l) Members of Council may discuss Municipal issues at a Town Hall Meeting but cannot not make decisions, advance Municipal business, or make motions.

m) A Town Hall Meeting is a forum where members of the public have an opportunity to raise issues to members of Council. If there is a specific issue that Council wishes to deal with, a member of Council may, following the Town Hall Meeting, submit a request to the Municipal Clerk to have the issue added as an item at a future Regular Meeting of Council per Section 6.1.6 the Township of The North Shore Procedure By-law.

n) Members of Council will make every effort to respond to all questions and comments.

Where a Council member does not have all the relevant information at hand, information may be provided to the member of the public after the meeting has adjourned if the item was previously discussed at a meeting of Council.

Council members shall not provide information to a member of the public that was discussed in Closed Session.

If the member of Council does not have the information as it is not regarding an item that has previously been discussed, the member of Council may, following the Town Hall Meeting, submit a request to the Municipal Clerk to have the issue added as an item at a future Regular Meeting of Council per Section 6.1.6 the Township of The North Shore Procedure By-law.

o) All members of staff are encouraged to attend the Town Hall Meetings, however, will not be permitted or expected to participate.

p) The Chair is responsible to ensure all participants comply with the Meeting Guidelines.

q) Minutes for each Town Hall Meeting will include the attendance and absences of Council members, any disclosures of pecuniary interest, each listed request of Council or members of the public as presented on the meeting's agenda, and notification of when the next Town Hall meeting is scheduled.

The Town Hall Meeting minutes will not include answers provided by Council or by members of the public.

r) Town Hall Meetings will be recorded and posted to the Township of The North Shore website, per Schedule F of the Township of The North Shore Procedure By-Law.

DRAFT



Resolution # 37 **COPY**

PO Box 108, Algoma Mills, ON P0R 1A0
(705) 849-2213 (705) 461-1821

REGULAR COUNCIL MEETING

MEETING DATE: February 5th, 2025

AGENDA ITEM(S): 7f

MOVED BY: R. Welburn

SECONDED BY: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, that Council review the proposed draft Town Hall Meeting policy, that Council have an open discussion regarding the proposed policy, and that Council forward any comments, concerns, and proposed amendments to the Municipal Clerk by February 12th, 2025 at 12PM so the proposed policy can be brought to the February 19th, 2025 Regular Council meeting for further review.

Conflict of Interest disclosed by :		Ward 1	Ward 2	Ward 3	At Large	Mayor
Seat Vacated : Y N		Recorded Vote Requested by :				
Recorded Vote : (Y) ea, (N) ay,		Ward 1	Ward 2	Ward 3	At Large	Mayor
DEFEATED	DEFERRED	CARRIED	✓			

MAYOR or CHAIR or (Acting)

86



February 13, 2025

Meeting of February 19, 2025

Council Report

SUBJECT: Old Business – Items currently being worked on

RECOMMENDATION: That Council receive the staff report as presented regarding Old Business items currently being worked on for information purposes

The following report is for information purposes and to update Council and the public on items that are currently being worked on, or that are waiting for more information, that will be brought back to Council under “Old Business” at future Council meetings:

- Bootlegger’s Bay, specifically the “swap” of the Bootlegger’s Bay property and a property owned by the Township.
- Snow Plowing costs and savings, regarding moving towards independence and resultant financial savings.
- Lake Lauzon “At Capacity”, to provide an update on the status with the Ministries and the Town of Blind River.
- Establishing Committees
- Updated list of Committees and Council Representatives
- Education session for water/wastewater
- Administrative costs – Integrity Commissioner
- Garbage bins in Algoma Mills – ECA
- Civil Marriages
- Fire Department On-Call

Questions will be answered about each item once a report is brought to Council. A report to Council will be brought to a future meeting once all information is received.

Prepared and Submitted by: Rachel Jean Schneider, Municipal Clerk/Deputy Treasurer

9

BY-LAW NO: 25-11

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

Being a by-law to amend by-law 22-05 to appoint an integrity commissioner

The Council of the Corporation of the Township of The North Shore hereby enacts as follows:

WHEREAS the Township is authorized, pursuant to Subsection 223.3 of the Municipal Act, 2001 (the Act), as amended, to appoint an Integrity Commissioner (the “Integrity Commissioner”) who has the function to investigate in an independent and confidential manner, a complaint made to him or her by any person, as to whether a member of Council or a member of a Local Board has complied with the Code of Conduct or other ethics-related policies, rules or procedures, and to report on the investigation

AND WHEREAS the Township and the Consultant (together the “Parties”) did enter into an agreement for the Consultant to provide independent Integrity Commissioner services to the Corporation of the Township of The North Shore for a term of three years commencing January 2022 (the “Original Agreement”);

AND WHEREAS the Parties wish to renew the Agreement on the same terms and conditions as the Original Agreement subject only to the express amendments set out in this Agreement.

NOW THEREFORE in consideration of the covenants, terms and conditions contained herein, the Township and the Consultant agree to amend the Original Agreement by deleting Section 6 of the Original Agreement and replacing it with the following new Section 6:

“TERM OF AGREEMENT

1. *The Consultant’s appointment pursuant to this Amending Agreement is hereby for a further three (3) years, to January 31, 2028, unless terminated earlier in accordance with this clause. This Agreement may only be terminated in accordance with the following:*
 - a) *The Municipality may be released from the Agreement at any time, with 30 days written notice.*
 - b) *The Consultant shall provide 30 days written notice to the Municipality of his intention to resign as the Municipality’s Integrity Commissioner and his resignation shall only be effective at the expiry of the notice period.”*

NOW THEREFORE the Council of the Corporation of the Township of The North Shore hereby **ENACTS AS FOLLOWS:**

1. That the Mayor and Clerk are authorized to enter into the Amended Agreement, attached as Schedule A and forming part of this By-Law.
2. This By-law shall come into force and take effect on the date of passing and its short title is “By-law to Amend Appointment of Integrity Commissioner”.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 18th DAY OF FEBRUARY 2025.

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

BY-LAW 25-12

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

**Being a bylaw to confirm the proceedings of Council
at its Regular Council Meeting of February 18th, 2025.**

The Council of the Corporation of the Township of The North Shore hereby enacts as follows:

WHEREAS Section 5(3) of the *Municipal Act, 2001, S. O. 2001, c.25*, as amended requires municipal Council to exercise a municipal power including a municipality’s capacity, rights, powers and privileges under Section 9, by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Corporation of the Township of the North Shore deems it desirable to confirm the proceedings of Council at its Regular Council Meeting of February 18th, 2025.

NOW THEREFORE the Council of the Corporation of the Township of the North Shore hereby enacts as follows:

1. That each motion, resolution, and other action passed and taken by the Council at its Regular Council meeting of February 18th, 2025, is hereby adopted, and ratified and confirmed.
2. The Head of Council and the proper officers of the Corporation of the Township of the North Shore are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk, or if absent, the designate, are hereby directed to affix the Corporate Seal of the Municipality to all such documents.

**READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED
THIS 18th DAY OF FEBRUARY 2025.**

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer